

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-35				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Water Lab Alliance				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				0						
This Action:				1,700						
Total:				1,700						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name George Gardenier <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-3333 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-35

Title: Water Lab Alliance Products to Enhance Water Sector Preparedness for All Hazards

Period of Performance: July 1, 2017 – June 30, 2018

Work Assignment Contracting Officer

Representative (WACOR):

George Gardenier
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4608T)
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202-564-3333
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Alternate WACOR:

Latisha Mapp
Office of Ground Water and Drinking
Water (OGWDW)
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mapp.latisha@epa.gov

LOE: 1700 hours

PWS Sections: 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2

Quality Assurance:

Tasks 1, 2, and 3 in this work assignment require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

Purpose:

The purpose of this work assignment is to implement the Water Laboratory Alliance (WLA), leading towards the sustainability of an alliance of laboratories to support drinking water response across a spectrum of activities including preparedness, response, remediation, and recovery.

To achieve this purpose, the contractor shall be expected to provide technical support to the Environmental Protection Agency's (EPA's) continued development and implementation of the WLA. Contractor support shall be required to develop new tools and trainings to strengthen both analytical capability and capacity across both the laboratory and water sectors.

Background:

This work is in response to Homeland Security Presidential Directive 9 (HSPD-9), which directed EPA to "build upon and expand current monitoring and surveillance programs to:

1. *Develop robust, comprehensive, and fully coordinated surveillance and monitoring systems...for...water quality that provide early detection and awareness of disease, pest or poisonous agents.*

2. *Develop nationwide laboratory networks for...water quality that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures."*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative, now known as the Water Quality Surveillance and Response System (SRS) effort. To address the second major task under HSPD-9, EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and Water Sector with a national plan for analyzing a surge of drinking water and wastewater samples.

The intended audience for these efforts is the nation's drinking and wastewater utilities as well as the environmental laboratory sector, which performs analytical services to support them. Specifically, this work assignment is designed to conduct tasks that will support the information sharing, coordination and recovery from drinking water and wastewater contamination events. In addition, it supports the Water Sector being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attacks and other hazards. Examples may include natural disasters, catastrophic events, impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

The work under this Work Assignment supports programmatic needs related to our national all-hazards homeland security responsibilities by supporting the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

Other partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are the Centers for Disease Control and Prevention (CDC) in order to leverage the CDC's Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event. EPA will continue to work with U.S. Department of Agriculture (USDA) and Food and Drug Administration (FDA) representatives for the Food Emergency Response Network (FERN), where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps. EPA will continue to work with a broad sector of stakeholders including State health laboratories, State drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other Federal agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and identify potential enhancements. The WLA is the water component of EPA's Environmental Response Laboratory Network (ERLN) being led by the Office of Land and Emergency Management (OLEM).

WSD has worked with other partners to develop a suite of products, including tools and resources in support of the WLA. One of these tools is the draft Analytical Preparedness Self-Assessment (APS) Toolbox. This toolbox is designed to compile the suite of tools and resources developed by the WLA and its Water Security partners to increase analytical preparedness. The APS will provide external stakeholders with a unified platform describing the critical need addressed by each tool or resource as well as a "big picture" view of analytical preparedness. The draft APS contains a series of questions for the user to answer in order to receive a customized checklist of actionable recommendations that can be used to improve analytical preparedness upon implementation. The draft tool will be provided to the

contractor as part of this Work Assignment to aid the design and development of an easily accessible web-based tool.

The purpose of the Water Contaminant Information Tool (WCIT) is to assist the Agency and the Water Sector in planning for and responding to drinking water contamination threats and incidents. As a planning tool, WCIT can be used to support vulnerability assessments, emergency response plans, and the development of site-specific response guidelines. As a response tool, WCIT can provide real-time information about specific water contaminants to inform decision makers about appropriate response actions. A secondary objective of the WCIT effort will be to identify data gaps for priority contaminants, which will in turn identify future research needs.

To achieve these objectives, the contractor shall be expected to populate WCIT with additional contaminants; coordinate or integrate WCIT with related EPA tools and programs including providing WCIT data for use with those tools; develop outreach and training materials and conduct training. This project provides programmatic support related to our national all hazards homeland security responsibilities by decreasing the time required to find crucial contaminant information that will be needed during water contamination response events. WCIT is used for exercise planning to determine relevant symptoms and toxicity levels that will occur in the exercise scenario, and to determine what analytical methodologies and water treatment will be needed during the response.

Scope of Work

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer's Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under the WA 2-35, the WACOR will provide the contractor electronic copies of the tools and resources for the contractor to perform the following tasks:

Task Detail:

Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the contractor shall prepare a PQAPP, noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the PQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

Deliverables: Work plan, Project Specific Quality Assurance Project Plan, monthly progress and financial reports, Checklist for Quality Assurance Project Plans, and Summary of Quality Assurance Activities and Issues by Work Assignment

Task 1 – Analytical Preparedness Self –Assessment (APS)

The WACOR has provided an electronic copy of the draft APS in Microsoft Word format to the contractor for the development of the web-based user interface. The draft APS currently has 22 questions spanning 19 topics to be converted in a series of navigation pages and screens for the user to navigate and respond to the questions. The contractor has grouped the questions on various sequential screens, and included text fields for answers to open-ended questions. The web-based tool will generate a customized checklist of actionable recommendations, and a printable recommendations report after the user has answered the questions. The web-based pages shall be developed using a programming language and computing platform that will maximize compatibilities with browsers (e.g. Internet Explorer) and operating systems (e.g. Windows) and internet access (e.g. high speed).

The contractor has provided the WACOR with a mockup of the web-based pages for review. In response the WACOR has provided comments before and after programming, in addition the contractor provided the WACOR with a draft web-based user interface to answer each question and check the corresponding entry in the database.

The contractor shall develop and finalize necessary materials to train and introduce the beta testers to the Analytical Preparedness Self-Assessment (APS) tool and facilitate/schedule the beta-testing. The beta testing group will consist of at least (3) organizations representing the user group of the tool. In addition, the contractor shall develop a short report summarizing the feedback and recommendations from the beta testers. The contractor shall also revise the tool based on feedback received from the beta testers and EPA.

Following the finalization/completion of the tool the contractor shall develop a webcast with accompanying speaker notes. The webcast will be used to increase awareness of the tool and highlight its benefits to the utility and laboratory sectors.

Deliverables: Report summarizing beta testing of the toolkit, finalization of the toolkit and a training webcast presentation with speaker notes.

Task 2 – WCIT Data Population

Originally WCIT was conceptualized as a tool for utilities to use both for pre-planning, to understand the “landscape” of threats, and as a resource during emergency response to retrieve contaminant data. Because of this, the original contaminants in WCIT were selected from EPA’s list of priority contaminants. As WCIT expanded, additional contaminants were selected for inclusion based on other factors. Based on EPA’s written technical direction the contractor shall use the WCIT population plan to recommend the inclusion of additional contaminants in WCIT. EPA will provide the contractor with a list of the contaminants expected to be included in the database in the future, and provide updates to this list as necessary. Information from already existing tools will be leveraged to avoid unnecessary research (e.g. Contaminant Candidate List (CCL), the Unregulated Contaminant Monitoring Rule (UCMR), NHRSC’s Threat Ensemble Vulnerability Assessment (TEVA) modeling tool and SERRA (Support for Environmental Rapid Risk Assessment) Database, and the contamination warning system simulation model being developed under WSD’s Water Security initiative). Based on written technical direction from the EPA WACOR, the contractor shall provide support of the data population. Examples include, but are not limited to:

- Updating the Data Population plan if requested by EPA
- Providing information per the request of EPA WACOR for potential additional contaminants to add to WCIT
- Leveraging existing tools to support analysis of potential additional contaminants.
- Updating contaminant profiles with new information from recent journal articles and other technical publications. Some profiles have not been updated since 2005.
- Populating data in WCIT for contaminants identified by the EPA WACOR. For planning purposes, it may be assumed that 4 new contaminant profiles will be generated during the option year.
- Update data for previously populated contaminants, as outlined in the WCIT population plan. For planning purposes, it may be assumed that up to data may be updated for up to 15 contaminants, in 3-4 subject areas each. Such updates would include the facilitation of a peer or expert review of these data.
- Facilitating expert workgroup reviews.
- Recommending new expert reviewers.
- Drafting invitations, agendas, review charges, reminders, letters of gratitude, and other materials in support of the expert workgroup reviews.
- Keeping updated spreadsheets of current and former WCIT expert reviewers, their contact information, expertise, and any additional information that is relevant.
- Providing logistical support for the workgroups and reviewers, consistent with contract requirements. Travel and appropriate compensation shall only be provided to those reviewers with consultant agreements verifying their input into the effort under the requirement. The contractor shall, in consultation with the EPA WACOR, develop a method to verify and track the reviewer submissions, and provide documentation to EPA confirming that payment was disbursed to the reviewers.
- Developing meeting or comment summaries, along with recommended actions and their associated cost and schedule implications. These summaries might follow a formal review, a meeting that the contractor attends, or other instances where users have provided feedback.
- Compiling, reviewing, and responding to comments by the expert workgroup.
- Updating WCIT data based on EPA's review of the expert workgroup comments and the contractors' response to comments.
- Revising the WCIT population plan or Data Population Quality Assurance Project Plan as needed.
- Inserting Provisional Advisory Level (PAL) information for up to 20 contaminants provided by the Office of Research and Development as directed by EPA WACOR.

Deliverables:

- Updated Data population plan, if requested by EPA.
- Provide information requested by EPA for specific contaminants that may potentially be added to the WCIT.
- Populate WCIT with new contaminant profiles as indicated in the population plan after approval by EPA. For the purpose of developing the Work Plan, it may be assumed that four complete profiles for new contaminants will be added to the WCIT database during the option period.
- Update contaminant profiles for contaminants selected by the WACOR. For the purpose of developing the Work Plan, it may be assumed that updates to 10 – 15 profiles will be made in 3 – 4 subject areas each.
- Deliver meeting minutes and response to comments for expert review as needed.

- WCIT Population Plan or Data Population QAPP as needed.

Task 3 – Integration of WCIT with other EPA or Water Sector Partner Tools, Development of Data Consistency, and Data Requests

The information for some of the categories of data listed above is, or will be, available from databases developed and housed outside of the Water Security Division (WSD). The measurement of success will be the number of WCIT profiles that reflect the final study reports published by NHSRC. Most of these publications appear to be relevant to wastewater and infrastructure decontamination. The following are some potential examples. The environmental methods for contaminants of security concern can be obtained from the National Environmental Methods Index-chemical, biological, and radiological (NEMI-CBR) database, laboratory resources can be obtained from the Laboratory Compendium, treatment methods from the Treatability Database under development by EPA's Office of Research and Development (ORD), toxicity information from the Emergency Consequence Assessment Tool (ECAT) under development by ORD, chemical warfare agent (CWA) data compiled in ORD's Chemical-Biological Helpline (CB-Helpline), National Homeland Security Research Center (NHSRC) Contaminant Data Dictionary, NHSRC Support For Environmental Rapid Risk Assessment (SERRA), and technology data developed by ORD's Technology Testing and Evaluation Program (TTEP). WCIT may also be integrated into the National Decontamination Portfolios under development by the Office of Land and Emergency Management (OLEM) and the OSC toolbox.

In these cases, the WCIT database may contain only summary information but otherwise it will refer users to the original sources of pertinent data. The purpose of this integration is two-fold. Leveraging existing data systems managed by EPA is an efficient use of EPA resources. In addition, integrating WCIT with other sources ensures that the data across EPA tools is consistent. The extent and method of integration with each tool will be determined on a case-by-case basis.

Besides relying upon other EPA tools for certain data, WCIT also provides support for several EPA water security initiatives. Examples include the WSD's emergency response training and EPA's contamination monitoring work in support of Homeland Security Presidential Directive-9. In addition, several of the other EPA tools require information from WCIT.

The contractor, per EPA WACOR written technical directions, shall work with WSD personnel to promote WCIT and other WSD web sites and tools. The contractor shall identify what parts of WCIT could reference and have linkages to other WSD tools (e.g., URL links), as well as suggesting how other tools may be able to link to WCIT.

Under this task, and per EPA WACOR written technical direction, the contractor's duties shall include, but are not limited to:

- Review existing EPA tools and assess their potential for integration with WCIT.
- Provide written documentation describing options and recommendations for tool integration.
- Determine where URL links could be inserted into WCIT to promote other WSD web tools.

Deliverables:

- A detailed evaluation on the various EPA tools designed to address the contaminants of concern for water security. Some items to be addressed would be the need to identify the uses of these tools, audience for the tools, and overlap in efforts between databases.
- Outlined options and recommendations for integration of WCIT with other EPA tools. This will be worked on after the detailed evaluation has been compiled on the databases such that the data fields and audience have been identified for each of the databases.

- Integrate NHSRC wastewater and infrastructure decontamination studies into WCIT.
- Recommendations to integrate and support data consistency with other EPA water security tools.
- Provide requested WCIT data to other EPA water security tools.

Task 4 – WCIT Outreach, Communication, and Training Support

In order for WCIT to be a useful tool, its intended audience must be aware of its availability and must understand how to use it. The purpose of this task is to provide outreach, communication, and training support for WCIT. The measurement of success for this task will be to deliver at least 10 hands on trainings to our target audiences. These will be conducted by conference call, and the participants will follow the trainer while logged onto WCIT.

The contractor shall implement 2 voluntary WCIT exercises during the option year. Each WCIT registrant will receive a mock drinking water contamination scenario, with a list of technical questions that can be answered by using WCIT.

The eligible users of WCIT may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall support additional and targeted outreach to the potential new community of WCIT users.

The EPA WACOR may task the contractor to carry out the following activities, or others in support of these tasks that support the general scope of this work assignment:

- Develop articles, fact sheets, press releases, newsletters, trifolds, presentations, and other outreach materials.
- Develop training and training evaluation materials.
- Provide support for WCIT training, including webcasts.
- Conduct and/or facilitate training and/or webcasts. This could be independent training or it could be associated with another course, meeting or conference.
- Identify relevant existing courses and conferences to which WCIT could be added, and coordinate the addition of WCIT. These courses may be conducted by EPA or by any of the WCIT audience members.
- Coordinate with other training coordinators to incorporate WCIT into their training. This includes soliciting feedback on WCIT from course participants.
- Revise the existing WCIT communication strategy as appropriate. Update the outreach and communication plan, so that it covers a two-year time frame as often abstracts are requested six or more months in advance of a meeting or workshop.
- Provide related outreach and training support as needed.
- Update the meeting-based PowerPoint presentation on training with the option for live training that can be presented at national, regional or local meetings to train utility, laboratory, or emergency response personnel on the uses of WCIT. The training would introduce users to the function of WCIT, how to use WCIT during a possible contamination incident, and how to use WCIT for planning purposes. The presentation should include notes and scripts so that it can be presented by EPA, the contractor, or other personnel in a variety of settings. Incorporate the training into the WLA training center, or a similar location.
- Update the web-based training that would be available through the EPA website. This web-based training will provide WCIT training, freely available to a broad audience as their schedules permit.

The most likely deliverables from these activities are the following.

Deliverables:

- Announcements of planned WCIT Exercises sent to each WCIT Registrant
- Electronic newsletters to current WCIT users and those on the e-mail distribution list for WCIT updates if requested by EPA.
- Updated WCIT Fact Sheet as appropriate with discussion of recent tool enhancements and data additions per EPA WACOR direction.
- A WCIT technical paper for submission to a technical journal, with an approximate length of ten double-spaced pages in Microsoft Word.
- Coordination with other training in order to incorporate WCIT as appropriate.
- Presentation materials for meetings and briefings to be attended by EPA, the contractor, and other presenting on WCIT. The audience for each meeting or briefing will be identified by technical direction. Updates to WCIT can occur, which will require modifications to the standard presentation available for WCIT. Assume 5 presentations will be required, but that each presentation will only be a revision of the current presentations being used.
- Updated WCIT outreach and communication plan for FY 17/18.
- Updated meeting-based PowerPoint presentation to reflect the most recent modifications to WCIT.
- Updated web-based WCIT training.

Special Reporting:

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs (including all outlaying preparation cost), AV and rental of venue costs, etc. The EPA WACOR will then prepare for the approval of the internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Travel

The contractor shall anticipate two (2) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 4, as well as the EPA's Mission to protect human health and the environment.

Schedule of Deliverables:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and QA supplemental (APS)	According to contract.
	PQAPPs for Tasks 2, 3, and 4	According to contract.

	Monthly progress reports	Monthly
Task 1: Analytical Preparedness Self-Assessment		
	Revise prototype based upon EPA review feedback.	TBD via written Technical Direction
	Develop necessary materials to train and introduce the beta testers to the prototype. Facilitate and schedule the beta-testing. Recruit at least (3) organizations representing the anticipated user group to beta test the prototype.	TBD via written Technical Direction
	Develop a short report summarizing the feedback and recommendation from the beta testers.	TBD via written Technical Direction
	Revise final toolkit based on EPA and beta tester feedback (For planning purposes, the anticipated revisions include: 1 preliminary EPA review, followed by external review (beta testers), and one final EPA review.)	TBD via written Technical Direction
	Draft a training webcast that will be accompany the release of the toolkit.	TBD via written Technical Direction
	Revise and finalize the training webcast based upon EPA feedback.	TBD via written Technical Direction
Task 2: WCIT Data Population		
	Updated Data Population Plan for WCIT	Within 30 days of technical direction, if requested by EPA
	Documented procedure for expert or peer review of content to be added to the WCIT database (edits to existing profiles, addition of new profiles)	Within 30 days of Technical Direction, if requested by EPA
	Data for population of the WCIT database (new profiles, edits to existing profiles, or completion of partial profiles)	TBD
	Initial Draft of contaminant profiles or updated contaminant data	According to TD, no later than 60 days after technical direction
	Response-to-comments document	According to TD, no later than 30 days after receipt of reviewer comments
	Revised response-to-comments document	According to TD, no later than 30 days after receipt of EPA revisions.
	Materials such as invitations, agendas, review charges, thank you letters or other materials in support of expert/peer review	According to TD, no later than 30 days after technical direction
	Updated list of expert/peer reviewers	Ongoing
	Meeting or content summaries following meetings with users or reviewers	1 week after each meeting.
	Response to comments reports following receipt of feedback from reviewers or work groups	2 weeks after each meeting.
	Incorporation of PALs information provided by ORD	If requested by EPA, NLT June 30, 2018
Task 3: Integration of WCIT with other EPA or Water Sector Partner Tools, Data Consistency,		

and Data Requests		
	Evaluation of Water Security Tools for Integration with WCIT	If requested by EPA, NLT September 30, 2017
	Recommendations for integration WCIT with other Water Security Tools or databases.	If requested by EPA, NLT September 30, 2017
	Coordination with the developers of new and existing tools to integrate them with WCIT.	If requested by EPA, NLT March 31, 3018
	Updated documentation	If requested by EPA, NLT June 30, 3018
Task 4: Outreach, Communication and Training Support		
	Outreach materials including fact sheets, articles, press releases	According to TD, no later than 30 days after technical direction
	Updated WCIT Training Presentations for training webcasts and conference calls.	According to TD, no later than 30 days after technical direction
	Summary report containing participant information, polling question responses and chat transcripts from up to 12 WCIT trainings, if requested.	1 week after each training.
	Abstracts and Presentations for conferences or professional meetings.	According to TD, no later than 30 days after technical direction
	Draft technical paper for publication	If requested by EPA, NLT June 30, 2018
	Revised WCIT communication strategy.	If requested by EPA, NLT June 30, 2018

Miscellaneous:

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-35				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Water Lab Alliance				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-35 is to add a new task 5: Maintenance, Registration and Enhancement to the Database to this work assignment.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
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1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,700						
09/01/2015 To 06/30/2018										
This Action:				260						
Total:				1,960						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name George Gardenier							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3333			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2171			
							FAX Number:			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-35 Amendment 1
July 1, 2017 – June 30, 2018

Title: Water Lab Alliance Products to Enhance Water Sector Preparedness for All Hazards

**Work Assignment Contracting Officer
Representative (WACOR):**

George Gardenier
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4608T)
Washington, DC 20460
202-564-3333
gardenier.george@epa.gov

Alternate WACOR:

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mapp.latisha@epa.gov

LOE: 260 hours

Quality Assurance:

Tasks 1, 2, and 3 and 5 in this work assignment require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

Purpose:

The purpose of this amendment is to add Task 5: Maintenance, Registration and Enhancements to the WCIT Database to this Work Assignment

Background:

No change

Scope of Work

No change

Task Detail:

Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports

No change

Task 1 – Analytical Preparedness Self –Assessment (APS)

No change

Task 2 – WCIT Data Population

No change.

Task 3 – Integration of WCIT with other EPA or Water Sector Partner Tools, Development of Data Consistency, and Data Requests

No change.

Task 4 – WCIT Outreach, Communication, and Training Support

No change.

Task 5 – Maintenance, Registration and Enhancements to the WCIT Database

The contractor shall maintain the WCIT database for all registered users, including any additional users who were a part of National Environmental Methods Index for Chemical, Biological, and Radiological Methods (NEMI-CBR) and who must now be transferred to WCIT. The measurement for success of this task is the continuous running of WCIT, timely registrations for 90% of those received, and 95% resolution of any problems identified (e.g., invalid links). The contractor shall also make system modifications as directed by the EPA WACOR that are necessary to allow for better accessibility of the database. Maintenance and modifications to the database will be an ongoing task and are necessary to keep the WCIT database easily accessible and to address any concerns that users may have when using the database. In addition, EPA is required to update the WCIT security plan and populate and maintain the Automated System Security Evaluation and Remediation Tracking (ASSERT) database under the Federal Information Security Management Act (FISMA) as well as to update the OW Registry of EPA Applications and Databases (READ). These tasks shall be completed as part of the maintenance of the WCIT database. The contractor must be available for handling the registration and processing of user applications as outlined in the WCIT access protocol and to respond to technical difficulties, including comments sent to the WCIT feedback mailbox (hosted at EPA). EPA's protocol for user approval may need revision as directed by the EPA WACOR, which shall require making appropriate changes to the interface to accommodate these changes. The contractor shall respond directly to user questions and technical difficulties as needed, and must copy the WACOR on all correspondence. The monthly progress report shall summarize these support activities.

The following are all possible initiatives for this work assignment. Implementation of tasks shall be in accordance with technical direction and consistent with Program priorities.

- If directed by the EPA WACOR, the WCIT eligible user identity may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall continue registration protocols as defined by the WCIT access protocol.
- The contractor shall update invalid links when identified (e.g., as occurred in the WCIT Evaluation Report, April, 2010). Most of invalid links are usually related to external Web sites, and some are related to typographical errors in entering Web addresses.
- An update of the sampling and analysis tables in WCIT is needed as part of the maintenance. The analytical methods (including information from the upcoming Select Analytical Methods (SAM)

7.0) are critical to detection as well as measurement of treatment and decontamination effectiveness. Accurate information is critical for WCIT users to appropriately plan for or respond to a contamination event.

- Updates of the Fate and Transport and Infrastructure Decontamination tables in WCIT are needed to best facilitate the implementation of a decontamination strategy. WCIT shall be updated to include fate and transport information of chemical, biological and radiological agents, residuals, and decontamination agents in the environment and in chlorinated drinking water and wastewater systems. Current WCIT contaminant information containing expert judgments on fate and transport shall also be updated with empirical data.
- The contractor also shall update WCIT to disseminate near-term practical decontamination solutions to utilities as part of the implementation of the decontamination strategy. This will be accomplished by updating WCIT to provide information on using traditional techniques (i.e., those in routine use by utilities) for non-traditional contaminants, and to provide information on the efficacy of pipe cleaning aids, such as NSF-60-certified products, on the decontamination of infrastructure.
- The contractor shall determine if there are WCIT users that are no longer eligible for WCIT membership. Some users may have moved to a new employer or retired, and may not work for an organization that is allowed access to WCIT. All WCIT users shall be emailed at their place of employment to determine whether they are still employed there. Several rounds of follow up communication may be required, and the responses shall be tracked on a spreadsheet.
- Specific activities under this task will be assigned through written technical direction in response to Water Security Division support needs, and shall be within the general scope of this work assignment.

Deliverables (as requested by EPA):

Maintenance:

- Maintenance of the WCIT database for the more than 3,400 registered. Any potential system modifications will be coordinated with the EPA WACOR.
- Coordination with EPA and current contract support for the WCIT website to transfer O&M control of the website to Cadmus.
- Identifying and updating invalid links in the WCIT website.
- Providing requested scientific or technical expertise or logistical support as requested by EPA.

Registration:

- Registration of new WCIT users as defined in the WCIT access protocol; focus on expanding membership among scientific staff at the 400 largest utilities, state response, and EPA Water Teams.

Enhancements to the Database:

- Assistance implementing required security protocols and access protocols.
- Updated WCIT security plan; ASSERT database, OW READ, and other IT system applications that are required by the OW and/or EPA. Timing of the updates to the IT applications will be established by each application.
- Coordination with EPA to transition the WCIT database to a new mobile-optimized web application.

Special Reporting:

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs (including all outlaying preparation cost), AV and rental of venue costs, etc. The EPA WACOR will then prepare for the approval of the internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Schedule of Deliverables:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	No change	No change
Task 1: Analytical Preparedness Self-Assessment		
	No change	No change
Task 2: WCIT Data Population		
	No change	No change
Task 3: Integration of WCIT with other EPA or Water Sector Partner Tools, Data Consistency, and Data Requests		
	No change	No change
Task 4: Outreach, Communication and Training Support		
	No change	No change
Task 5: Maintenance, Registration and Enhancements to the Database		
Maintenance of the WCIT database and website		
	Operation and Maintenance control of the current WCIT website transferred to Cadmus.	July 31, 2017
	Identified and updated invalid links in the WCIT website	Twice during the performance period: December 31, 2017 and June 30, 2018
	Scientific and technical expertise or logistical support	TBD
Registration		
	Processed registration requests and inquiries	Throughout the option period as such requests occur
Enhancements to the WCIT Database		
	Assistance implementing required security protocols	As necessary throughout the option period
	Modifications and updates to the tool as to meet Agency requirements as needed	Within schedules established by Technical direction from EPA.
	Revisions to WCIT Access Protocol, if requested	To be Determined (TBD)

	Coordination with EPA to transition the WCIT website to a new mobile-optimized web application.	In accordance with technical direction (TBD)
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Miscellaneous:

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-35				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name WCIT & Analytical Preparedness				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of amendment 2 is to change the title of the work assignment to Water Contaminant Information tool (WCIT) and Analytical preparedness Self Assessment (APS), update Task 3 deliverables, and add a new Task 6: WCIT quality Assurance Review.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				1,960						
This Action:				2,900						
Total:				4,860						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name George Gardenier <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-3333 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-35 Amendment 2

Title: Water Contaminant Information Tool (WCIT) and Analytical Preparedness Self-Assessment

Period of Performance: July 1, 2017 – June 30, 2018

Work Assignment Contracting Officer

Representative (WACOR):

George Gardenier
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Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4608T)
Washington, DC 20460
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gardenier.george@epa.gov

Alternate WACOR:

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Washington, DC 20460
202-564-1390
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LOE: Total (base and all amendments) 4,860
hours

PWS Sections: 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2

Quality Assurance:

Tasks 1, 2, and 3 in this work assignment require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

Purpose:

The purpose of this Amendment is to Change the name of the Work Assignment from:

Water Lab Alliance Products to Enhance Water Sector Preparedness for All Hazards
to:

Water Contaminant Information Tool (WCIT) and Analytical Preparedness Self-Assessment (APS).

This amendment also adds Task 6: WCIT Quality Assurance Review to this Work Assignment and updates the deliverables in Task 3 to remove the requirement to “*Integrate NHSRC wastewater and infrastructure decontamination studies into WCIT*”.

Background:

This work is in response to Homeland Security Presidential Directive 9 (HSPD-9), which directed EPA to “build upon and expand current monitoring and surveillance programs to:

1. *Develop robust, comprehensive, and fully coordinated surveillance and monitoring systems...for...water quality that provide early detection and awareness of disease, pest or poisonous agents.*

2. *Develop nationwide laboratory networks for...water quality that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures."*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative, now known as the Water Quality Surveillance and Response System (SRS) effort. To address the second major task under HSPD-9, EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and Water Sector with a national plan for analyzing a surge of drinking water and wastewater samples.

The intended audience for these efforts is the nation's drinking and wastewater utilities as well as the environmental laboratory sector, which performs analytical services to support them. Specifically, this work assignment is designed to conduct tasks that will support the information sharing, coordination and recovery from drinking water and wastewater contamination events. In addition, it supports the Water Sector being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attacks and other hazards. Examples may include natural disasters, catastrophic events, impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

The work under this Work Assignment supports programmatic needs related to our national all-hazards homeland security responsibilities by supporting the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

Other partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are the Centers for Disease Control and Prevention (CDC) in order to leverage the CDC's Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event. EPA will continue to work with U.S. Department of Agriculture (USDA) and Food and Drug Administration (FDA) representatives for the Food Emergency Response Network (FERN), where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps. EPA will continue to work with a broad sector of stakeholders including State health laboratories, State drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other Federal agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and identify potential enhancements. The WLA is the water component of EPA's Environmental Response Laboratory Network (ERLN) being led by the Office of Land and Emergency Management (OLEM).

WSD has worked with other partners to develop a suite of products, including tools and resources in support of the WLA. One of these tools is the draft Analytical Preparedness Self-Assessment (APS) Toolbox. This toolbox is designed to compile the suite of tools and resources developed by the WLA and its Water Security partners to increase analytical preparedness. The APS will provide external stakeholders with a unified platform describing the critical need addressed by each tool or resource as well as a "big picture" view of analytical preparedness. The draft APS contains a series of questions for the user to answer in order to receive a customized checklist of actionable recommendations that can be used to improve analytical preparedness upon implementation. The draft tool will be provided to the

contractor as part of this Work Assignment to aid the design and development of an easily accessible web-based tool.

The purpose of the Water Contaminant Information Tool (WCIT) is to assist the Agency and the Water Sector in planning for and responding to drinking water contamination threats and incidents. As a planning tool, WCIT can be used to support vulnerability assessments, emergency response plans, and the development of site-specific response guidelines. As a response tool, WCIT can provide real-time information about specific water contaminants to inform decision makers about appropriate response actions. A secondary objective of the WCIT effort will be to identify data gaps for priority contaminants, which will in turn identify future research needs.

To achieve these objectives, the contractor shall be expected to populate WCIT with additional contaminants; coordinate or integrate WCIT with related EPA tools and programs including providing WCIT data for use with those tools; develop outreach and training materials and conduct training. This project provides programmatic support related to our national all hazards homeland security responsibilities by decreasing the time required to find crucial contaminant information that will be needed during water contamination response events. WCIT is used for exercise planning to determine relevant symptoms and toxicity levels that will occur in the exercise scenario, and to determine what analytical methodologies and water treatment will be needed during the response.

Scope of Work

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer's Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under the WA 2-35, the WACOR will provide the contractor electronic copies of the tools and resources for the contractor to perform the following tasks:

Task Detail:

Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the contractor shall prepare a PQAPP, noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the PQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

Deliverables: Work plan, Project Specific Quality Assurance Project Plan, monthly progress and financial reports, Checklist for Quality Assurance Project Plans, and Summary of Quality Assurance Activities and Issues by Work Assignment

Task 1 – Analytical Preparedness Self –Assessment (APS)

The WACOR has provided an electronic copy of the draft APS in Microsoft Word format to the contractor for the development of the web-based user interface. The draft APS currently has 22 questions spanning 19 topics to be converted in a series of navigation pages and screens for the user to navigate and respond to the questions. The contractor has grouped the questions on various sequential screens, and included text fields for answers to open-ended questions. The web-based tool will generate a customized checklist of actionable recommendations, and a printable recommendations report after the user has answered the questions. The web-based pages shall be developed using a programming language and computing platform that will maximize compatibilities with browsers (e.g. Internet Explorer) and operating systems (e.g. Windows) and internet access (e.g. high speed).

The contractor has provided the WACOR with a mockup of the web-based pages for review. In response the WACOR has provided comments before and after programming, in addition the contractor provided the WACOR with a draft web-based user interface to answer each question and check the corresponding entry in the database.

The contractor shall develop and finalize necessary materials to train and introduce the beta testers to the Analytical Preparedness Self-Assessment (APS) tool and facilitate/schedule the beta-testing. The beta testing group will consist of at least (3) organizations representing the user group of the tool. In addition, the contractor shall develop a short report summarizing the feedback and recommendations from the beta testers. The contractor shall also revise the tool based on feedback received from the beta testers and EPA.

Following the finalization/completion of the tool the contractor shall develop a webcast with accompanying speaker notes. The webcast will be used to increase awareness of the tool and highlight its benefits to the utility and laboratory sectors.

Deliverables: Report summarizing beta testing of the toolkit, finalization of the toolkit and a training webcast presentation with speaker notes.

Task 2 – WCIT Data Population

Originally WCIT was conceptualized as a tool for utilities to use both for pre-planning, to understand the “landscape” of threats, and as a resource during emergency response to retrieve contaminant data. Because of this, the original contaminants in WCIT were selected from EPA’s list of priority contaminants. As WCIT expanded, additional contaminants were selected for inclusion based on other factors. Based on EPA’s written technical direction the contractor shall use the WCIT population plan to recommend the inclusion of additional contaminants in WCIT. EPA will provide the contractor with a list of the contaminants expected to be included in the database in the future, and provide updates to this list as necessary. Information from already existing tools will be leveraged to avoid unnecessary research (e.g. Contaminant Candidate List (CCL), the Unregulated Contaminant Monitoring Rule (UCMR), NHRSC’s Threat Ensemble Vulnerability Assessment (TEVA) modeling tool and SERRA (Support for Environmental Rapid Risk Assessment) Database, and the contamination warning system simulation model being developed under WSD’s Water Security initiative). Based on written technical direction from the EPA WACOR, the contractor shall provide support of the data population. Examples include, but are not limited to:

- Updating the Data Population plan if requested by EPA
- Providing information per the request of EPA WACOR for potential additional contaminants to add to WCIT
- Leveraging existing tools to support analysis of potential additional contaminants.
- Updating contaminant profiles with new information from recent journal articles and other technical publications. Some profiles have not been updated since 2005.
- Populating data in WCIT for contaminants identified by the EPA WACOR. For planning purposes, it may be assumed that 4 new contaminant profiles will be generated during the option year.
- Update data for previously populated contaminants, as outlined in the WCIT population plan. For planning purposes, it may be assumed that up to data may be updated for up to 15 contaminants, in 3-4 subject areas each. Such updates would include the facilitation of a peer or expert review of these data.
- Facilitating expert workgroup reviews.
- Recommending new expert reviewers.
- Drafting invitations, agendas, review charges, reminders, letters of gratitude, and other materials in support of the expert workgroup reviews.
- Keeping updated spreadsheets of current and former WCIT expert reviewers, their contact information, expertise, and any additional information that is relevant.
- Providing logistical support for the workgroups and reviewers, consistent with contract requirements. Travel and appropriate compensation shall only be provided to those reviewers with consultant agreements verifying their input into the effort under the requirement. The contractor shall, in consultation with the EPA WACOR, develop a method to verify and track the reviewer submissions, and provide documentation to EPA confirming that payment was disbursed to the reviewers.
- Developing meeting or comment summaries, along with recommended actions and their associated cost and schedule implications. These summaries might follow a formal review, a meeting that the contractor attends, or other instances where users have provided feedback.
- Compiling, reviewing, and responding to comments by the expert workgroup.
- Updating WCIT data based on EPA's review of the expert workgroup comments and the contractors' response to comments.
- Revising the WCIT population plan or Data Population Quality Assurance Project Plan as needed.
- Inserting Provisional Advisory Level (PAL) information for up to 20 contaminants provided by the Office of Research and Development as directed by EPA WACOR.

Deliverables:

- Updated Data population plan, if requested by EPA.
- Provide information requested by EPA for specific contaminants that may potentially be added to the WCIT.
- Populate WCIT with new contaminant profiles as indicated in the population plan after approval by EPA. For the purpose of developing the Work Plan, it may be assumed that four complete profiles for new contaminants will be added to the WCIT database during the option period.
- Update contaminant profiles for contaminants selected by the WACOR. For the purpose of developing the Work Plan, it may be assumed that updates to 10 – 15 profiles will be made in 3 – 4 subject areas each.
- Deliver meeting minutes and response to comments for expert review as needed.

- WCIT Population Plan or Data Population QAPP as needed.

Task 3 – Integration of WCIT with other EPA or Water Sector Partner Tools, Development of Data Consistency, and Data Requests

The information for some of the categories of data listed above is, or will be, available from databases developed and housed outside of the Water Security Division (WSD). The measurement of success will be the number of WCIT profiles that reflect the final study reports published by NHSRC. Most of these publications appear to be relevant to wastewater and infrastructure decontamination. The following are some potential examples. The environmental methods for contaminants of security concern can be obtained from the National Environmental Methods Index-chemical, biological, and radiological (NEMI-CBR) database, laboratory resources can be obtained from the Laboratory Compendium, treatment methods from the Treatability Database under development by EPA's Office of Research and Development (ORD), toxicity information from the Emergency Consequence Assessment Tool (ECAT) under development by ORD, chemical warfare agent (CWA) data compiled in ORD's Chemical-Biological Helpline (CB-Helpline), National Homeland Security Research Center (NHSRC) Contaminant Data Dictionary, NHSRC Support For Environmental Rapid Risk Assessment (SERRA), and technology data developed by ORD's Technology Testing and Evaluation Program (TTEP). WCIT may also be integrated into the National Decontamination Portfolios under development by the Office of Land and Emergency Management (OLEM) and the OSC toolbox.

In these cases, the WCIT database may contain only summary information but otherwise it will refer users to the original sources of pertinent data. The purpose of this integration is two-fold. Leveraging existing data systems managed by EPA is an efficient use of EPA resources. In addition, integrating WCIT with other sources ensures that the data across EPA tools is consistent. The extent and method of integration with each tool will be determined on a case-by-case basis.

Besides relying upon other EPA tools for certain data, WCIT also provides support for several EPA water security initiatives. Examples include the WSD's emergency response training and EPA's contamination monitoring work in support of Homeland Security Presidential Directive-9. In addition, several of the other EPA tools require information from WCIT.

The contractor, per EPA WACOR written technical directions, shall work with WSD personnel to promote WCIT and other WSD web sites and tools. The contractor shall identify what parts of WCIT could reference and have linkages to other WSD tools (e.g., URL links), as well as suggesting how other tools may be able to link to WCIT.

Under this task, and per EPA WACOR written technical direction, the contractor's duties shall include, but are not limited to:

- Review existing EPA tools and assess their potential for integration with WCIT.
- Provide written documentation describing options and recommendations for tool integration.
- Determine where URL links could be inserted into WCIT to promote other WSD web tools.

Deliverables:

- A detailed evaluation on the various EPA tools designed to address the contaminants of concern for water security. Some items to be addressed would be the need to identify the uses of these tools, audience for the tools, and overlap in efforts between databases.
- Outlined options and recommendations for integration of WCIT with other EPA tools. This will be worked on after the detailed evaluation has been compiled on the databases such that the data fields and audience have been identified for each of the databases.

- Recommendations to integrate and support data consistency with other EPA water security tools.
- Provide requested WCIT data to other EPA water security tools.

Task 4 – WCIT Outreach, Communication, and Training Support

In order for WCIT to be a useful tool, its intended audience must be aware of its availability and must understand how to use it. The purpose of this task is to provide outreach, communication, and training support for WCIT. The measurement of success for this task will be to deliver at least 10 hands on trainings to our target audiences. These will be conducted by conference call, and the participants will follow the trainer while logged onto WCIT.

The contractor shall implement 2 voluntary WCIT exercises during the option year. Each WCIT registrant will receive a mock drinking water contamination scenario, with a list of technical questions that can be answered by using WCIT.

The eligible users of WCIT may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall support additional and targeted outreach to the potential new community of WCIT users.

The EPA WACOR may task the contractor to carry out the following activities, or others in support of these tasks that support the general scope of this work assignment:

- Develop articles, fact sheets, press releases, newsletters, trifold, presentations, and other outreach materials.
- Develop training and training evaluation materials.
- Provide support for WCIT training, including webcasts.
- Conduct and/or facilitate training and/or webcasts. This could be independent training or it could be associated with another course, meeting or conference.
- Identify relevant existing courses and conferences to which WCIT could be added, and coordinate the addition of WCIT. These courses may be conducted by EPA or by any of the WCIT audience members.
- Coordinate with other training coordinators to incorporate WCIT into their training. This includes soliciting feedback on WCIT from course participants.
- Revise the existing WCIT communication strategy as appropriate. Update the outreach and communication plan, so that it covers a two-year time frame as often abstracts are requested six or more months in advance of a meeting or workshop.
- Provide related outreach and training support as needed.
- Update the meeting-based PowerPoint presentation on training with the option for live training that can be presented at national, regional or local meetings to train utility, laboratory, or emergency response personnel on the uses of WCIT. The training would introduce users to the function of WCIT, how to use WCIT during a possible contamination incident, and how to use WCIT for planning purposes. The presentation should include notes and scripts so that it can be presented by EPA, the contractor, or other personnel in a variety of settings. Incorporate the training into the WLA training center, or a similar location.
- Update the web-based training that would be available through the EPA website. This web-based training will provide WCIT training, freely available to a broad audience as their schedules permit.

The most likely deliverables from these activities are the following.

Deliverables:

- Announcements of planned WCIT Exercises sent to each WCIT Registrant
- Electronic newsletters to current WCIT users and those on the e-mail distribution list for WCIT updates if requested by EPA.
- Updated WCIT Fact Sheet as appropriate with discussion of recent tool enhancements and data additions per EPA WACOR direction.
- A WCIT technical paper for submission to a technical journal, with an approximate length of ten double-spaced pages in Microsoft Word.
- Coordination with other training in order to incorporate WCIT as appropriate.
- Presentation materials for meetings and briefings to be attended by EPA, the contractor, and other presenting on WCIT. The audience for each meeting or briefing will be identified by technical direction. Updates to WCIT can occur, which will require modifications to the standard presentation available for WCIT. Assume 5 presentations will be required, but that each presentation will only be a revision of the current presentations being used.
- Updated WCIT outreach and communication plan for FY 17/18.
- Updated meeting-based PowerPoint presentation to reflect the most recent modifications to WCIT.
- Updated web-based WCIT training.

Task 5 – Maintenance, Registration and Enhancements to the WCIT Database

The contractor shall maintain the WCIT database for all registered users, including any additional users who were a part of National Environmental Methods Index for Chemical, Biological, and Radiological Methods (NEMI-CBR) and who must now be transferred to WCIT. The measurement for success of this task is the continuous running of WCIT, timely registrations for 90% of those received, and 95% resolution of any problems identified (e.g., invalid links). The contractor shall also make system modifications as directed by the EPA WACOR that are necessary to allow for better accessibility of the database. Maintenance and modifications to the database will be an ongoing task and are necessary to keep the WCIT database easily accessible and to address any concerns that users may have when using the database. In addition, EPA is required to update the WCIT security plan and populate and maintain the Automated System Security Evaluation and Remediation Tracking (ASSERT) database under the Federal Information Security Management Act (FISMA) as well as to update the OW Registry of EPA Applications and Databases (READ). These tasks shall be completed as part of the maintenance of the WCIT database. The contractor must be available for handling the registration and processing of user applications as outlined in the WCIT access protocol and to respond to technical difficulties, including comments sent to the WCIT feedback mailbox (hosted at EPA). EPA's protocol for user approval may need revision as directed by the EPA WACOR, which shall require making appropriate changes to the interface to accommodate these changes. The contractor shall respond directly to user questions and technical difficulties as needed, and must copy the WACOR on all correspondence. The monthly progress report shall summarize these support activities.

The following are all possible initiatives for this work assignment. Implementation of tasks shall be in accordance with technical direction and consistent with Program priorities.

- If directed by the EPA WACOR, the WCIT eligible user identity may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall continue registration protocols as defined by the WCIT access protocol.
- The contractor shall update invalid links when identified (e.g., as occurred in the WCIT Evaluation Report, April, 2010). Most of invalid links are usually related to external Web sites, and some are related to typographical errors in entering Web addresses.

- An update of the sampling and analysis tables in WCIT is needed as part of the maintenance. The analytical methods (including information from the upcoming Select Analytical Methods (SAM) 7.0) are critical to detection as well as measurement of treatment and decontamination effectiveness. Accurate information is critical for WCIT users to appropriately plan for or respond to a contamination event.
- Updates of the Fate and Transport and Infrastructure Decontamination tables in WCIT are needed to best facilitate the implementation of a decontamination strategy. WCIT shall be updated to include fate and transport information of chemical, biological and radiological agents, residuals, and decontamination agents in the environment and in chlorinated drinking water and wastewater systems. Current WCIT contaminant information containing expert judgments on fate and transport shall also be updated with empirical data.
- The contractor also shall update WCIT to disseminate near-term practical decontamination solutions to utilities as part of the implementation of the decontamination strategy. This will be accomplished by updating WCIT to provide information on using traditional techniques (i.e., those in routine use by utilities) for non-traditional contaminants, and to provide information on the efficacy of pipe cleaning aids, such as NSF-60-certified products, on the decontamination of infrastructure.
- The contractor shall determine if there are WCIT users that are no longer eligible for WCIT membership. Some users may have moved to a new employer or retired, and may not work for an organization that is allowed access to WCIT. All WCIT users shall be emailed at their place of employment to determine whether they are still employed there. Several rounds of follow up communication may be required, and the responses shall be tracked on a spreadsheet.
- Specific activities under this task will be assigned through written technical direction in response to Water Security Division support needs, and shall be within the general scope of this work assignment.

Deliverables (as requested by EPA):

Maintenance:

- Maintenance of the WCIT database for the more than 3,400 registered. Any potential system modifications will be coordinated with the EPA WACOR.
- Coordination with EPA and current contract support for the WCIT website to transfer O&M control of the website to Cadmus.
- Identifying and updating invalid links in the WCIT website.
- Providing requested scientific or technical expertise or logistical support as requested by EPA.

Registration:

- Registration of new WCIT users as defined in the WCIT access protocol; focus on expanding membership among scientific staff at the 400 largest utilities, state response, and EPA Water Teams.

Enhancements to the Database:

- Assistance implementing required security protocols and access protocols.
- Updated WCIT security plan; ASSERT database, OW READ, and other IT system applications that are required by the OW and/or EPA. Timing of the updates to the IT applications will be established by each application.
- Coordination with EPA to transition the WCIT database to a new mobile-optimized web application.

Task 6 – Quality Assurance Review of the WCIT Database

The contractor shall review the profiles in WCIT for completeness, accuracy and consistency with referenced source material within the WCIT database. Of the 810+ contaminant profiles currently in

WCIT, ~108 are full profiles, with multiple categories of information. The remainder contain identification information and available laboratory methods. Since WCIT was launched in 2005, the available laboratory methods for the included contaminants may have changed. During this review, the contractor shall also update the available laboratory methods for the profiles.

Special Reporting:

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs (including all outlaying preparation cost), AV and rental of venue costs, etc. The EPA WACOR will then prepare for the approval of the internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Travel

The contractor shall anticipate two (2) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 4, as well as the EPA's Mission to protect human health and the environment.

Schedule of Deliverables:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and QA supplemental (APS)	According to contract.
	PQAPPs for Tasks 2, 3, and 4	According to contract.
	Monthly progress reports	Monthly
Task 1: Analytical Preparedness Self-Assessment		
	Revise prototype based upon EPA review feedback.	TBD via written Technical Direction
	Develop necessary materials to train and introduce the beta testers to the prototype. Facilitate and schedule the beta-testing. Recruit at least (3) organizations representing the anticipated user group to beta test the prototype.	TBD via written Technical Direction
	Develop a short report summarizing the feedback and recommendation from the beta testers.	TBD via written Technical Direction
	Revise final toolkit based on EPA and beta tester feedback (For planning purposes, the anticipated revisions include: 1 preliminary EPA review, followed by external review (beta testers), and one final EPA review.)	TBD via written Technical Direction

	Draft a training webcast that will be accompany the release of the toolkit.	TBD via written Technical Direction
	Revise and finalize the training webcast based upon EPA feedback.	TBD via written Technical Direction
Task 2: WCIT Data Population		
	Updated Data Population Plan for WCIT	Within 30 days of technical direction, if requested by EPA
	Documented procedure for expert or peer review of content to be added to the WCIT database (edits to existing profiles, addition of new profiles)	Within 30 days of Technical Direction, if requested by EPA
	Data for population of the WCIT database (new profiles, edits to existing profiles, or completion of partial profiles)	TBD
	Initial Draft of contaminant profiles or updated contaminant data	According to TD, no later than 60 days after technical direction
	Response-to-comments document	According to TD, no later than 30 days after receipt of reviewer comments
	Revised response-to-comments document	According to TD, no later than 30 days after receipt of EPA revisions.
	Materials such as invitations, agendas, review charges, thank you letters or other materials in support of expert/peer review	According to TD, no later than 30 days after technical direction
	Updated list of expert/peer reviewers	Ongoing
	Meeting or content summaries following meetings with users or reviewers	1 week after each meeting.
	Response to comments reports following receipt of feedback from reviewers or work groups	2 weeks after each meeting.
	Incorporation of PALs information provided by ORD	If requested by EPA, NLT June 30, 2018
Task 3: Integration of WCIT with other EPA or Water Sector Partner Tools, Data Consistency, and Data Requests		
	Evaluation of Water Security Tools for Integration with WCIT	If requested by EPA, NLT September 30, 2017
	Recommendations for integration WCIT with other Water Security Tools or databases.	If requested by EPA, NLT September 30, 2017
	Coordination with the developers of new and existing tools to integrate them with WCIT.	If requested by EPA, NLT March 31, 3018
	Updated documentation	If requested by EPA, NLT June 30, 3018
Task 4: Outreach, Communication and Training Support		
	Outreach materials including fact sheets, articles, press releases	According to TD, no later than 30 days after technical direction
	Updated WCIT Training Presentations for training webcasts and conference calls.	According to TD, no later than 30 days after technical direction

	Summary report containing participant information, polling question responses and chat transcripts from up to 12 WCIT trainings, if requested.	1 week after each training.
	Abstracts and Presentations for conferences or professional meetings.	According to TD, no later than 30 days after technical direction
	Draft technical paper for publication	If requested by EPA, NLT June 30, 2018
	Revised WCIT communication strategy.	If requested by EPA, NLT June 30, 2018
Task 5: Maintenance, Registration and Enhancements to the Database		
Maintenance of the WCIT database and website		
	Operation and Maintenance control of the current WCIT website transferred to Cadmus.	July 31, 2017
	Identified and updated invalid links in the WCIT website	Twice during the performance period: December 31, 2017 and June 30, 2018
	Scientific and technical expertise or logistical support	TBD
Registration		
	Processed registration requests and inquiries	Throughout the option period as such requests occur
Enhancements to the WCIT Database		
	Assistance implementing required security protocols	As necessary throughout the option period
	Modifications and updates to the tool as to meet Agency requirements as needed	Within schedules established by Technical direction from EPA.
	Revisions to WCIT Access Protocol, if requested	To be Determined (TBD)
	Coordination with EPA to transition the WCIT website to a new mobile-optimized web application.	In accordance with technical direction (TBD)
Task 6: Quality Assurance Review of the WCIT Database		
	Plan/Schedule for review of existing WCIT Profiles,	August 15, 2017
	List of suggested revisions for WCIT profiles	As specified in the plan/schedule; NLT June 30, 2018
	Revised/updated profiles posted to WCIT	As directed by EPA WACOR; NLT June 30, 2018.

Miscellaneous:

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-35				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			WCIT and anal Preparedness				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 2-35 is to add tasks 7-10.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 4,860				
09/01/2015 To 06/30/2018										
This Action:						12,240				
Total:						17,100				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name George Gardenier						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-3333				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Noelle Mills						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2171				
						FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-35 Amendment 3

Title: Water Contaminant Information Tool (WCIT) and Water Laboratory Alliance (WLA)

Period of Performance: July 1, 2017 – June 30, 2018

Work Assignment Contracting Officer

Representative (WACOR):

George Gardenier
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4608T)
Washington, DC 20460
202-564-3333
gardenier.george@epa.gov

Alternate WACOR:

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LOE: Total (base and all amendments)
12,240 hours

This amendment: 7380

PWS Sections: 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2

Quality Assurance:

Tasks 1, 3, 4, 7, 8A – 8D, and 10 in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP) for these tasks.

Tasks 2, 5, and 6 in this work assignment require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on these tasks cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

Task 8E in this Work Assignment (WA) requires quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

Task 9 in this work assignment requires quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

Purpose:

The purpose of this Amendment is to add Tasks 7-10 to this Work Assignment. It also changes the title to "Water Contaminant Information Tool (WCIT) and Water Laboratory Alliance (WLA)".

Background:

This work is in response to Homeland Security Presidential Directive 9 (HSPD-9), which directed EPA to "build upon and expand current monitoring and surveillance programs to:

1. *Develop robust, comprehensive, and fully coordinated surveillance and monitoring systems...for...water quality that provide early detection and awareness of disease, pest or poisonous agents.*
2. *Develop nationwide laboratory networks for...water quality that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures."*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative, now known as the Water Quality Surveillance and Response System (SRS) effort. To address the second major task under HSPD-9, EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and Water Sector with a national plan for analyzing a surge of drinking water and wastewater samples.

The intended audience for these efforts is the nation's drinking and wastewater utilities as well as the environmental laboratory sector, which performs analytical services to support them. Specifically, this work assignment is designed to conduct tasks that will support the information sharing, coordination and recovery from drinking water and wastewater contamination events. In addition, it supports the Water Sector being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attacks and other hazards. Examples may include natural disasters, catastrophic events, impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

The work under this Work Assignment supports programmatic needs related to our national all-hazards homeland security responsibilities by supporting the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

Other partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are the Centers for Disease Control and Prevention (CDC) in order to leverage the

CDC's Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event. EPA will continue to work with U.S. Department of Agriculture (USDA) and Food and Drug Administration (FDA) representatives for the Food Emergency Response Network (FERN), where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps. EPA will continue to work with a broad sector of stakeholders including State health laboratories, State drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other Federal agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and identify potential enhancements. The WLA is the water component of EPA's Environmental Response Laboratory Network (ERLN) being led by the Office of Land and Emergency Management (OLEM).

WSD has worked with other partners to develop a suite of products, including tools and resources in support of the WLA. One of these tools is the draft Analytical Preparedness Self-Assessment (APS) Toolbox. This toolbox is designed to compile the suite of tools and resources developed by the WLA and its Water Security partners to increase analytical preparedness. The APS will provide external stakeholders with a unified platform describing the critical need addressed by each tool or resource as well as a "big picture" view of analytical preparedness. The draft APS contains a series of questions for the user to answer in order to receive a customized checklist of actionable recommendations that can be used to improve analytical preparedness upon implementation. The draft tool will be provided to the contractor as part of this Work Assignment to aid the design and development of an easily accessible web-based tool.

The purpose of the Water Contaminant Information Tool (WCIT) is to assist the Agency and the Water Sector in planning for and responding to drinking water contamination threats and incidents. As a planning tool, WCIT can be used to support vulnerability assessments, emergency response plans, and the development of site-specific response guidelines. As a response tool, WCIT can provide real-time information about specific water contaminants to inform decision makers about appropriate response actions. A secondary objective of the WCIT effort will be to identify data gaps for priority contaminants, which will in turn identify future research needs.

To achieve these objectives, the contractor shall be expected to populate WCIT with additional contaminants; coordinate or integrate WCIT with related EPA tools and programs including providing WCIT data for use with those tools; develop outreach and training materials and conduct training. This project provides programmatic support related to our national all hazards homeland security responsibilities by decreasing the time required to find crucial contaminant information that will be needed during water contamination response events. WCIT is used for exercise planning to determine relevant symptoms and toxicity levels that will occur in the exercise scenario, and to determine what analytical methodologies and water treatment will be needed during the response.

Scope of Work

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer's Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under the WA 2-35, the WACOR will provide the contractor electronic copies of the tools and resources for the contractor to perform the following tasks:

Task Detail:

Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the contractor shall prepare a PQAPP, noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the PQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

Deliverables: Work plan, Project Specific Quality Assurance Project Plan, monthly progress and financial reports, Checklist for Quality Assurance Project Plans, and Summary of Quality Assurance Activities and Issues by Work Assignment

Task 1 – Analytical Preparedness Self –Assessment (APS)

The WACOR has provided an electronic copy of the draft APS in Microsoft Word format to the contractor for the development of the web-based user interface. The draft APS currently has 22 questions spanning 19 topics to be converted in a series of navigation pages and screens for the user to navigate and respond to the questions. The contractor has grouped the questions on various sequential screens, and included text fields for answers to open-ended questions. The web-based tool will generate a customized checklist of actionable recommendations, and a printable recommendations report after the user has answered the questions. The web-based pages shall be developed using a programming language and computing platform that will maximize compatibilities with browsers (e.g. Internet Explorer) and operating systems (e.g. Windows) and internet access (e.g. high speed).

The contractor has provided the WACOR with a mockup of the web-based pages for review. In response the WACOR has provided comments before and after programming, in addition the contractor provided the WACOR with a draft web-based user interface to answer each question and check the corresponding entry in the database.

The contractor shall develop and finalize necessary materials to train and introduce the beta testers to the Analytical Preparedness Self-Assessment (APS) tool and facilitate/schedule the beta-testing. The beta testing group will consist of at least (3) organizations representing the user group of the tool. In addition, the contractor shall develop a short report summarizing the feedback and recommendations from the beta testers. The contractor shall also revise the tool based on feedback received from the beta testers and EPA.

Following the finalization/completion of the tool the contractor shall develop a webcast with accompanying speaker notes. The webcast will be used to increase awareness of the tool and highlight its benefits to the utility and laboratory sectors.

Deliverables: Report summarizing beta testing of the toolkit, finalization of the toolkit and a training webcast presentation with speaker notes.

Task 2 – WCIT Data Population

Originally WCIT was conceptualized as a tool for utilities to use both for pre-planning, to understand the “landscape” of threats, and as a resource during emergency response to retrieve contaminant data. Because of this, the original contaminants in WCIT were selected from EPA’s list of priority contaminants. As WCIT expanded, additional contaminants were selected for inclusion based on other factors. Based on EPA’s written technical direction the contractor shall use the WCIT population plan to recommend the inclusion of additional contaminants in WCIT. EPA will provide the contractor with a list of the contaminants expected to be included in the database in the future, and provide updates to this list as necessary. Information from already existing tools will be leveraged to avoid unnecessary research (e.g. Contaminant Candidate List (CCL), the Unregulated Contaminant Monitoring Rule (UCMR), NHSRC’s Threat Ensemble Vulnerability Assessment (TEVA) modeling tool and SERRA (Support for Environmental Rapid Risk Assessment) Database, and the contamination warning system simulation model being developed under WSD’s Water Security initiative). Based on written technical direction from the EPA WACOR, the contractor shall provide support of the data population. Examples include, but are not limited to:

- Updating the Data Population plan if requested by EPA
- Providing information per the request of EPA WACOR for potential additional contaminants to add to WCIT
- Leveraging existing tools to support analysis of potential additional contaminants.
- Updating contaminant profiles with new information from recent journal articles and other technical publications. Some profiles have not been updated since 2005.
- Populating data in WCIT for contaminants identified by the EPA WACOR. For planning purposes, it may be assumed that 4 new contaminant profiles will be generated during the option year.
- Update data for previously populated contaminants, as outlined in the WCIT population plan. For planning purposes, it may be assumed that up to data may be updated for up to 15 contaminants, in 3-4 subject areas each. Such updates would include the facilitation of a peer or expert review of these data.
- Facilitating expert workgroup reviews.
- Recommending new expert reviewers.
- Drafting invitations, agendas, review charges, reminders, letters of gratitude, and other materials in support of the expert workgroup reviews.
- Keeping updated spreadsheets of current and former WCIT expert reviewers, their contact information, expertise, and any additional information that is relevant.
- Providing logistical support for the workgroups and reviewers, consistent with contract requirements. Travel and appropriate compensation shall only be provided to those reviewers with consultant agreements verifying their input into the effort under the requirement. The contractor shall, in consultation with the EPA WACOR, develop a method to verify and track the reviewer submissions, and provide documentation to EPA confirming that payment was disbursed to the reviewers.
- Developing meeting or comment summaries, along with recommended actions and their associated cost and schedule implications. These summaries might follow a formal review, a meeting that the contractor attends, or other instances where users have provided feedback.
- Compiling, reviewing, and responding to comments by the expert workgroup.
- Updating WCIT data based on EPA’s review of the expert workgroup comments and the contractors’ response to comments.

- Revising the WCIT population plan or Data Population Quality Assurance Project Plan as needed.
- Inserting Provisional Advisory Level (PAL) information for up to 20 contaminants provided by the Office of Research and Development as directed by EPA WACOR.

Deliverables:

- Updated Data population plan, if requested by EPA.
- Provide information requested by EPA for specific contaminants that may potentially be added to the WCIT.
- Populate WCIT with new contaminant profiles as indicated in the population plan after approval by EPA. For the purpose of developing the Work Plan, it may be assumed that four complete profiles for new contaminants will be added to the WCIT database during the option period.
- Update contaminant profiles for contaminants selected by the WACOR. For the purpose of developing the Work Plan, it may be assumed that updates to 10 – 15 profiles will be made in 3 – 4 subject areas each.
- Deliver meeting minutes and response to comments for expert review as needed.
- WCIT Population Plan or Data Population QCAPP as needed.

Task 3 – Integration of WCIT with other EPA or Water Sector Partner Tools, Development of Data Consistency, and Data Requests

The information for some of the categories of data listed above is, or will be, available from databases developed and housed outside of the Water Security Division (WSD). The measurement of success will be the number of WCIT profiles that reflect the final study reports published by NHSRC. Most of these publications appear to be relevant to wastewater and infrastructure decontamination. The following are some potential examples. The environmental methods for contaminants of security concern can be obtained from the National Environmental Methods Index-chemical, biological, and radiological (NEMI-CBR) database, laboratory resources can be obtained from the Laboratory Compendium, treatment methods from the Treatability Database under development by EPA's Office of Research and Development (ORD), toxicity information from the Emergency Consequence Assessment Tool (ECAT) under development by ORD, chemical warfare agent (CWA) data compiled in ORD's Chemical-Biological Helpline (CB-Helpline), National Homeland Security Research Center (NHSRC) Contaminant Data Dictionary, NHSRC Support For Environmental Rapid Risk Assessment (SERRA), and technology data developed by ORD's Technology Testing and Evaluation Program (TTEP). WCIT may also be integrated into the National Decontamination Portfolios under development by the Office of Land and Emergency Management (OLEM) and the OSC toolbox.

In these cases, the WCIT database may contain only summary information but otherwise it will refer users to the original sources of pertinent data. The purpose of this integration is two-fold. Leveraging existing data systems managed by EPA is an efficient use of EPA resources. In addition, integrating WCIT with other sources ensures that the data across EPA tools is consistent. The extent and method of integration with each tool will be determined on a case-by-case basis.

Besides relying upon other EPA tools for certain data, WCIT also provides support for several EPA water security initiatives. Examples include the WSD's emergency response training and EPA's contamination monitoring work in support of Homeland Security Presidential Directive-9. In addition, several of the other EPA tools require information from WCIT.

The contractor, per EPA WACOR written technical directions, shall work with WSD personnel to promote WCIT and other WSD web sites and tools. The contractor shall identify what parts of WCIT could reference and have linkages to other WSD tools (e.g., URL links), as well as suggesting how other tools may be able to link to WCIT.

Under this task, and per EPA WACOR written technical direction, the contractor's duties shall include, but are not limited to:

- Review existing EPA tools and assess their potential for integration with WCIT.
- Provide written documentation describing options and recommendations for tool integration.
- Determine where URL links could be inserted into WCIT to promote other WSD web tools.

Deliverables:

- A detailed evaluation on the various EPA tools designed to address the contaminants of concern for water security. Some items to be addressed would be the need to identify the uses of these tools, audience for the tools, and overlap in efforts between databases.
- Outlined options and recommendations for integration of WCIT with other EPA tools. This will be worked on after the detailed evaluation has been compiled on the databases such that the data fields and audience have been identified for each of the databases.
- Recommendations to integrate and support data consistency with other EPA water security tools.
- Provide requested WCIT data to other EPA water security tools.

Task 4 – WCIT Outreach, Communication, and Training Support

In order for WCIT to be a useful tool, its intended audience must be aware of its availability and must understand how to use it. The purpose of this task is to provide outreach, communication, and training support for WCIT. The measurement of success for this task will be to deliver at least 10 hands on trainings to our target audiences. These will be conducted by conference call, and the participants will follow the trainer while logged onto WCIT.

The contractor shall implement 2 voluntary WCIT exercises during the option year. Each WCIT registrant will receive a mock drinking water contamination scenario, with a list of technical questions that can be answered by using WCIT.

The eligible users of WCIT may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall support additional and targeted outreach to the potential new community of WCIT users.

The EPA WACOR may task the contractor to carry out the following activities, or others in support of these tasks that support the general scope of this work assignment:

- Develop articles, fact sheets, press releases, newsletters, trifold, presentations, and other outreach materials.
- Develop training and training evaluation materials.
- Provide support for WCIT training, including webcasts.
- Conduct and/or facilitate training and/or webcasts. This could be independent training or it could be associated with another course, meeting or conference.
- Identify relevant existing courses and conferences to which WCIT could be added, and coordinate the addition of WCIT. These courses may be conducted by EPA or by any of the WCIT audience members.
- Coordinate with other training coordinators to incorporate WCIT into their training. This includes soliciting feedback on WCIT from course participants.

- Revise the existing WCIT communication strategy as appropriate. Update the outreach and communication plan, so that it covers a two-year time frame as often abstracts are requested six or more months in advance of a meeting or workshop.
- Provide related outreach and training support as needed.
- Update the meeting-based PowerPoint presentation on training with the option for live training that can be presented at national, regional or local meetings to train utility, laboratory, or emergency response personnel on the uses of WCIT. The training would introduce users to the function of WCIT, how to use WCIT during a possible contamination incident, and how to use WCIT for planning purposes. The presentation should include notes and scripts so that it can be presented by EPA, the contractor, or other personnel in a variety of settings. Incorporate the training into the WLA training center, or a similar location.
- Update the web-based training that would be available through the EPA website. This web-based training will provide WCIT training, freely available to a broad audience as their schedules permit.

The most likely deliverables from these activities are the following.

Deliverables:

- Announcements of planned WCIT Exercises sent to each WCIT Registrant
- Electronic newsletters to current WCIT users and those on the e-mail distribution list for WCIT updates if requested by EPA.
- Updated WCIT Fact Sheet as appropriate with discussion of recent tool enhancements and data additions per EPA WACOR direction.
- A WCIT technical paper for submission to a technical journal, with an approximate length of ten double-spaced pages in Microsoft Word.
- Coordination with other training in order to incorporate WCIT as appropriate.
- Presentation materials for meetings and briefings to be attended by EPA, the contractor, and other presenting on WCIT. The audience for each meeting or briefing will be identified by technical direction. Updates to WCIT can occur, which will require modifications to the standard presentation available for WCIT. Assume 5 presentations will be required, but that each presentation will only be a revision of the current presentations being used.
- Updated WCIT outreach and communication plan for FY 17/18.
- Updated meeting-based PowerPoint presentation to reflect the most recent modifications to WCIT.
- Updated web-based WCIT training.

Task 5 – Maintenance, Registration and Enhancements to the WCIT Database

The contractor shall maintain the WCIT database for all registered users, including any additional users who were a part of National Environmental Methods Index for Chemical, Biological, and Radiological Methods (NEMI-CBR) and who must now be transferred to WCIT. The measurement for success of this task is the continuous running of WCIT, timely registrations for 90% of those received, and 95% resolution of any problems identified (e.g., invalid links). The contractor shall also make system modifications as directed by the EPA WACOR that are necessary to allow for better accessibility of the database. Maintenance and modifications to the database will be an ongoing task and are necessary to keep the WCIT database easily accessible and to address any concerns that users may have when using the database. In addition, EPA is required to update the WCIT security plan and populate and maintain the Automated System Security Evaluation and Remediation Tracking (ASSERT) database under the Federal Information Security Management Act (FISMA) as well as to update the OW Registry of EPA

Applications and Databases (READ). These tasks shall be completed as part of the maintenance of the WCIT database. The contractor must be available for handling the registration and processing of user applications as outlined in the WCIT access protocol and to respond to technical difficulties, including comments sent to the WCIT feedback mailbox (hosted at EPA). EPA's protocol for user approval may need revision as directed by the EPA WACOR, which shall require making appropriate changes to the interface to accommodate these changes. The contractor shall respond directly to user questions and technical difficulties as needed, and must copy the WACOR on all correspondence. The monthly progress report shall summarize these support activities.

The following are all possible initiatives for this work assignment. Implementation of tasks shall be in accordance with technical direction and consistent with Program priorities.

- If directed by the EPA WACOR, the WCIT eligible user identity may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall continue registration protocols as defined by the WCIT access protocol.
- The contractor shall update invalid links when identified (e.g., as occurred in the WCIT Evaluation Report, April, 2010). Most of invalid links are usually related to external Web sites, and some are related to typographical errors in entering Web addresses.
- An update of the sampling and analysis tables in WCIT is needed as part of the maintenance. The analytical methods (including information from the upcoming Select Analytical Methods (SAM) 7.0) are critical to detection as well as measurement of treatment and decontamination effectiveness. Accurate information is critical for WCIT users to appropriately plan for or respond to a contamination event.
- Updates of the Fate and Transport and Infrastructure Decontamination tables in WCIT are needed to best facilitate the implementation of a decontamination strategy. WCIT shall be updated to include fate and transport information of chemical, biological and radiological agents, residuals, and decontamination agents in the environment and in chlorinated drinking water and wastewater systems. Current WCIT contaminant information containing expert judgments on fate and transport shall also be updated with empirical data.
- The contractor also shall update WCIT to disseminate near-term practical decontamination solutions to utilities as part of the implementation of the decontamination strategy. This will be accomplished by updating WCIT to provide information on using traditional techniques (i.e., those in routine use by utilities) for non-traditional contaminants, and to provide information on the efficacy of pipe cleaning aids, such as NSF-60-certified products, on the decontamination of infrastructure.
- The contractor shall determine if there are WCIT users that are no longer eligible for WCIT membership. Some users may have moved to a new employer or retired, and may not work for an organization that is allowed access to WCIT. All WCIT users shall be emailed at their place of employment to determine whether they are still employed there. Several rounds of follow up communication may be required, and the responses shall be tracked on a spreadsheet.
- Specific activities under this task will be assigned through written technical direction in response to Water Security Division support needs, and shall be within the general scope of this work assignment.

Deliverables (as requested by EPA):

Maintenance:

- Maintenance of the WCIT database for the more than 3,400 registered. Any potential system modifications will be coordinated with the EPA WACOR.
- Coordination with EPA and current contract support for the WCIT website to transfer O&M

control of the website to Cadmus.

- Identifying and updating invalid links in the WCIT website.
- Providing requested scientific or technical expertise or logistical support as requested by EPA.

Registration:

- Registration of new WCIT users as defined in the WCIT access protocol; focus on expanding membership among scientific staff at the 400 largest utilities, state response, and EPA Water Teams.

Enhancements to the Database:

- Assistance implementing required security protocols and access protocols.
- Updated WCIT security plan; ASSERT database, OW READ, and other IT system applications that are required by the OW and/or EPA. Timing of the updates to the IT applications will be established by each application.
- Coordination with EPA to transition the WCIT database to a new mobile-optimized web application.

Task 6 – Quality Assurance Review of the WCIT Database

The contractor shall review the profiles in WCIT for completeness, accuracy and consistency with referenced source material. Of the 810+ contaminant profiles currently in WCIT, ~108 are full profiles, with multiple categories of information. The remainder contain identification information and available laboratory methods. Since WCIT was launched in 2005, the available laboratory methods for the included contaminants may have changed. During this review, the contractor shall also update the available laboratory methods for the profiles.

Task 7: Water Laboratory Alliance Programmatic Support

The contractor shall provide scientific, analytical, training and technical support to facilitate and enhance the programmatic aspects of the WLA. In addition, this task shall support the development and implementation of WLA member services. These services will be measured for success based upon how many WLA members use them and noted efficiency in the sector generated by increased knowledge of the program. Support services can include but are not limited to items such as access documents, help desk support, and creation of communication linkages. Member services will focus upon areas which promote key member benefits such as increased access to analytical methods, established basic ordering agreements for future contractual arrangements and enhanced communication with the laboratory sector.

The contractor shall also be tasked to support collaborations with other federal agencies, water utilities, laboratories and EPA regional personnel as needed to further the mission of the Water Laboratory Alliance Program. Specific activities under this task will be assigned through written technical direction in response to WLA program needs, and shall be within the general scope of this work assignment. Specific items include:

A. Communication and Outreach

- i. Providing support for technical conferences and meetings. Examples include the composition of abstracts (estimated 7), presentations (estimated 20), scientific papers (estimated 4) and speeches (estimated 3).
- ii. Support for up to 4 Member & Liaison Webcasts during the option year.
- iii. Member & Liaison Communication: Newsletters and Emails. This may include up to 4 Member & Liaison Newsletters and up to 6 Member & Liaison Emails during the option year.
- iv. Development of an updated communication plan and email distribution list for targeted outreach to the Emergency and Water sectors.

B. Membership Recruitment

- i. Support for up to 2 WLA Prospective Member Webcasts during the option year.
- ii. Support for the development of a WLA Associate Membership category to include water utilities and other laboratories that do not meet the established membership criteria for the WLA.

C. Membership Engagement and Retention

- i. Support in developing a plan to support WLA members and Liaisons to present on the benefits of the WLA membership at conferences and professional meetings.
- ii. Support for the development of a set of membership incentives to enhance the engagement of WLA members and Liaisons in the laboratory network.

D. Additional Program and Scientific Support to WLA members and to EPA. Following Technical Direction, these activities may include:

- i. Providing biological, chemical and information technology technical expertise.
- ii. Generation of Memoranda of Agreement and/or Memoranda of Understanding.
- iii. Identifying and recommending revisions to the WLA web-page as needed. This includes making sure that materials posted to the website are up to date and that links are working correctly.
- iv. Providing general support to facilitate coordination between WLA, ERLN, FERN, LRN and other stakeholder associations.
- v. Target and recruit laboratory participation in the WLA to ensure adequate capacity for all analytes on the WSD priority contaminant list.
- vi. Develop a series of technical documents covering or encompassing the topics below:
 - a. General guidelines for participating within the WLA
 - b. Operational procedures for accessing the WLA within the ERLN
 - c. Management tools and/or documents that will be used to track communications and to record interactions between members of the WLA

Task 8: Analytical Preparedness – Laboratory Full Scale Exercises (AP-FSEs)

The contractor shall provide support to improve laboratory and water utility preparedness for drinking and wastewater contamination incidents, both for the EPA Regions and their laboratory communities. A draft version of a tool to provide water utilities and laboratories with a tool containing reference documents and planning materials, to assist the planning and conducting of Analytical-Preparedness Full Scale Exercises, the AP-FSE Toolkit, was piloted with three water utilities during the Base Year. The intended outcome of the toolkit development effort shall be a web-based location where interested members of the public may access information and resources necessary to organize, implement and facilitate a laboratory exercise based upon the materials within the toolkit. The Analytical Preparedness Full-Scale Exercise (AP-FSE) Toolkit shall be used to continue the WLA Analytical Preparedness Full-Scale Exercise Program.

Success will be measured by the completion of materials and by the exercises conducted using the AP-FSE Toolkit, testing the usability of the posted materials. Specific elements to be measured include the functionality of the toolkit document or website, and the degree to which users can conduct a self-directed laboratory exercise with the materials from the toolkit. Specific activities required to meet this objective include:

A. Completion of the WLA Analytical Preparedness Full-Scale Exercise (AP-FSE Toolkit)

- i. Compiling feedback and lessons learned during the AP-FSE Toolkit pilot exercises
- ii. Revision of the Toolkit based on reviewer comments and lessons learned from the pilot exercises, as well as from comments from EPA WACOR/Task Manager, Branch Chief and WSD Management, and publication of the PDF version of the AP-FSE Toolkit to EPA's Website.

- iii. Work within EPA's internet framework to design and develop a host web-location for the full scale exercise documents. In addition, efforts should be undertaken to broaden the scope of the ERLN/WLA help line to provide technical assistance regarding the website and exercise planning questions.
- iv. Publishing the AP-FSE Toolkit to the EPA website
- B. Training and outreach for the AP-FSE Toolkit.** This effort shall focus on developing promotional materials and identify opportunities for promoting the Toolkit designed to increase participant interest and highlight benefits of the tool. These activities may include:
 - i. Supporting the development of a webcast to instruct potential utilities or laboratories who may want to conduct their own Laboratory Full-Scale exercises on the usefulness of the toolkit
 - ii. Supporting the development of flyers or fact sheets or other outreach materials
- C. Updating the AP-FSE Toolkit to improve its usefulness to the water sector.** This may involve working with EPA HQ, Regions, States, Laboratory Managers, Water Utilities and local emergency response partners to:
 - i. Incorporate additional documents or templates to the toolkit, as appropriate
 - ii. Develop new contamination scenarios to incorporate into the toolkit, consistent with the priorities of the utility community and to enable the collection of method performance data consistent with the research efforts of EPA or other Federal Agencies.
 - iii. Revise any materials within the Toolkit or make technical changes to the web location and call center as necessary.
- D. Technical and logistical support for AP-FSE's**
 - i. Work with EPA regions, States and others necessary to identify utilities that would serve as exercise controllers
 - ii. Support utilities or laboratories serving as exercise controllers (up to 4 during the option year) to assist with them in planning and conducting the exercise
 - iii. Develop documents that summarize lessons learned from the use of the FSE Toolkit and the call center
- E. Collection of Method Performance Data During AP-FSE's**
 Performance data for up to two (2) analytical methods may be collected during the AP-FSE's during the option year. Support requested via Technical Direction by the EPA WACOR may include:
 - i. Developing Quality Assurance Project Plans (QAPPs) to support the collection of method performance data during the Exercises
 - ii. Procuring and shipping reagents, samples and consumable laboratory supplies to laboratories that are collecting method performance data during the AP-FSE's
 - iii. Providing technical review of analytical methods to be used for performance data collection during AP-FSE's
 - iv. Coordinating practice analyses in advance of the exercises
 - v. Reviewing data and preparing related reports
 - vi. Other technical and logistical support related to the collection of method performance data during the AP-FSE's

Anticipated Travel

- Up to 4 exercises. Per exercise – up to 1 contractor staff – locations TBD

Task 9: Analytical Support (Chemical and Microbiological)

The contractor shall complete requested work related to finalizing the report related to the SVOC Standards Stability Study, as requested by EPA through technical direction. The SVOC Standards Stability Study was attempted previously. However, due to lack of valid data over the entire timeframe of

the experiment, a decision has been made to perform the study again in order to obtain valid data over the entire 6-month timeframe. Measures of success will include the degree to which the information is disseminated and the number of laboratories who access the information to develop customized SVOC standard kits for their laboratories.

In addition, the contractor shall provide support for the review or implementation of methods developed by the Office of Research and Development, as requested by EPA. Specific activities required to meet this objective include:

- A. Finalization of the SVOC Standards Stability Study Report and Flyer.** Assistance requested by EPA *may* include:
 - i. Providing an updated QAPP for the volunteer lab performing the study
 - ii. Providing consultation and related support to generating the revised study report after the collection of new data
 - iii. Supporting the development of an updated SVOC Study Flyer.
- B. Additional technical support** for reviews of technical documents or draft analytical methods as requested by EPA.

Task 10: Training and Tool Development for State Laboratories and Water Utilities

The contractor shall provide support to familiarize WLA member laboratories, WLA users, and Water Sector stakeholders, such as first responders and emergency managers with WLA response procedures, analytical methods, sample handling recommendations, data reporting, and supporting tools. In an effort to reach a wide and diverse WLA audience to the greatest extent possible, any training courses or tools developed shall be created using a web-based format to allow for maximum use and accessibility. Progress shall be measured by the number of individuals and organizations that access and receive notice of availability of the tools and training courses regarding the WLA. The training program shall ensure that WLA member laboratories and Water Sector stakeholders can take advantage of the benefits of the WLA, and operate effectively in the event of a water contamination incident involving a biological, chemical, or radiochemical contaminant. The contractor shall assist with the development, instruction, maintenance and planning of WLA training courses. Course format will vary depending upon on the topic. Course topics fall into four categories:

- WLA Process
- Methods
- Sample Handling
- Supporting Tools

Anticipated Travel

- January –Technical support, Location TBD (1 personnel)
- April/May – Technical support, Location TBD (2 personnel)
- June – Technical support, Location TBD (2 personnel)
- July – Technical support, Location TBD (10 personnel)
- August – Laboratory Training TBD (4 personnel)

Selection and prioritization of trainings will be determined by the WLA team. Additional insight into the need for trainings and prioritization of topics will be gathered through discussions with the EPA Regions, WLA Liaisons, the Association of Public Health Laboratories' (APHL) Environmental Laboratory and Science committee, WSD Partners, and WLA Security Summit attendees.

Providing incentives for participation in trainings is a central component to eliciting participation in the WLA Training Program.

Specific activities required to meet this objective include:

- A. Maintenance of existing materials in the WLA Training Center.** This includes support requested by EPA related to ensuring existing material is accessible on the website and up to date. (e.g., WLA resources contain working links and current contact information for POC's)
- B. Support for the WLA Training Center's Webcast Series.** This may include any of several activities related to preparing and conducting webcasts, such as:
 - creating or revising webcast presentations and talking points
 - securing case study speakers
 - developing promotional materials,
 - drafting invitation and thank you emails
 - facilitating the webcasts
 - creating webinar certificates for participants
 - obtaining education credits for participants
 - preparing post-webinar reports including a list of participants, compiled responses to polling questions, and webinar chat transcripts.

Currently planned webcast topics include:

- i. WLA Response Plan Tabletop Exercises** (up to 4 webcasts during the option year) based on the current scenario, and developing at least one new scenario involving a natural disaster or accidental chemical release.
 - ii. Continuity of Operations (COOP) Template Trainings** (up to 4 webcasts during the option year). This webinar is planned to be revised to make the format more interactive, and incorporate case studies.
 - iii. Sampling Guidance for Unknown Contaminants** (1 webcast during the option year)
 - iv. Accessing Laboratory Support Interactive Resource** (1 webcast during the option year)
- C. Development of Training Tools and Documents**, as requested by EPA. All activities under this task shall be directed to developing new preparedness tools or revising or updating existing tools not specified elsewhere in this work assignment.

Special Reporting:

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs (including all outlaying preparation cost), AV and rental of venue costs, etc. The EPA WACOR will then prepare for the approval of the internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Travel

The contractor shall anticipate two (6) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 4 and 8, as well as the EPA's Mission to protect human health and the environment.

Schedule of Deliverables:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and QA supplemental (APS)	According to contract.
	PQAPPs for Tasks 2, 3, and 4	According to contract.
	Monthly progress reports	Monthly
Task 1: Analytical Preparedness Self-Assessment		
	Revise prototype based upon EPA review feedback.	TBD via written Technical Direction
	Develop necessary materials to train and introduce the beta testers to the prototype. Facilitate and schedule the beta-testing. Recruit at least (3) organizations representing the anticipated user group to beta test the prototype.	TBD via written Technical Direction
	Develop a short report summarizing the feedback and recommendation from the beta testers.	TBD via written Technical Direction
	Revise final toolkit based on EPA and beta tester feedback (For planning purposes, the anticipated revisions include: 1 preliminary EPA review, followed by external review (beta testers), and one final EPA review.)	TBD via written Technical Direction
	Draft a training webcast that will be accompany the release of the toolkit.	TBD via written Technical Direction
	Revise and finalize the training webcast based upon EPA feedback.	TBD via written Technical Direction
Task 2: WCIT Data Population		
	Updated Data Population Plan for WCIT	Within 30 days of technical direction, if requested by EPA
	Documented procedure for expert or peer review of content to be added to the WCIT database (edits to existing profiles, addition of new profiles)	Within 30 days of Technical Direction, if requested by EPA
	Data for population of the WCIT database (new profiles, edits to existing profiles, or completion of partial profiles)	TBD
	Initial Draft of contaminant profiles or updated contaminant data	According to TD, no later than 60 days after technical direction
	Response-to-comments document	According to TD, no later than 30 days after receipt of reviewer comments

	Revised response-to-comments document	According to TD, no later than 30 days after receipt of EPA revisions.
	Materials such as invitations, agendas, review charges, thank you letters or other materials in support of expert/peer review	According to TD, no later than 30 days after technical direction
	Updated list of expert/peer reviewers	Ongoing
	Meeting or content summaries following meetings with users or reviewers	1 week after each meeting.
	Response to comments reports following receipt of feedback from reviewers or work groups	2 weeks after each meeting.
	Incorporation of PALs information provided by ORD	If requested by EPA, NLT June 30, 2018
Task 3: Integration of WCIT with other EPA or Water Sector Partner Tools, Data Consistency, and Data Requests		
	Evaluation of Water Security Tools for Integration with WCIT	If requested by EPA, NLT September 30, 2017
	Recommendations for integration WCIT with other Water Security Tools or databases.	If requested by EPA, NLT September 30, 2017
	Coordination with the developers of new and existing tools to integrate them with WCIT.	If requested by EPA, NLT March 31, 2018
	Updated documentation	If requested by EPA, NLT June 30, 2018
Task 4: Outreach, Communication and Training Support		
	Outreach materials including fact sheets, articles, press releases	According to TD, no later than 30 days after technical direction
	Updated WCIT Training Presentations for training webcasts and conference calls.	According to TD, no later than 30 days after technical direction
	Summary report containing participant information, polling question responses and chat transcripts from up to 12 WCIT trainings, if requested.	1 week after each training.
	Abstracts and Presentations for conferences or professional meetings.	According to TD, no later than 30 days after technical direction
	Draft technical paper for publication	If requested by EPA, NLT June 30, 2018
	Revised WCIT communication strategy.	If requested by EPA, NLT June 30, 2018
Task 5: Maintenance, Registration and Enhancements to the Database		
Maintenance of the WCIT database and website		
	Operation and Maintenance control of the current WCIT website transferred to Cadmus.	July 31, 2017
	Identified and updated invalid links in the WCIT website	Twice during the performance period: December 31, 2017 and June 30, 2018

	Scientific and technical expertise or logistical support	TBD
Registration		
	Processed registration requests and inquiries	Throughout the option period as such requests occur
Enhancements to the WCIT Database		
	Assistance implementing required security protocols	As necessary throughout the option period
	Modifications and updates to the tool as to meet Agency requirements as needed	Within schedules established by Technical direction from EPA.
	Revisions to WCIT Access Protocol, if requested	To be Determined (TBD)
	Coordination with EPA to transition the WCIT website to a new mobile-optimized web application.	In accordance with technical direction (TBD)
Task 6: Quality Assurance Review of the WCIT Database		
	Plan/Schedule for review of existing WCIT Profiles,	October 30, 2017
	List of suggested revisions for WCIT profiles	As specified in the plan/schedule; NLT June 30, 2018
	Revised/updated profiles posted to WCIT	As directed by EPA WACOR; NLT June 30, 2018.
Task 7: WLA Programmatic Support		
Task 7A: Communication and Outreach		
7A.i: Support for EPA Abstracts, Posters/Presentations and In-Person Outreach		
	Support for Abstracts	To Be Determined (TBD)
	Support for Posters or Conference Presentations	TBD
7A.ii: Support for Member & Liaison Webcasts		
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for up to 4 Member and Liaison Webcasts	1 week after each webcast
	Updated Member & Liaison Webcast presentations, if requested	TBD
7A.iii: Member and Liaison Communications: Emails and Newsletters		
	Up to 4 Member and Liaison Newsletters per year	October 31, 2016 January 31, 2017 April 30, 2017 July 31, 2017
	Up to 6 Member and Liaison Emails per year	September 30, 2016 November 30, 2016 February 28, 2017 March 31, 2017 May 31, 2017 June 30, 2017
7A.iv: Communication Strategy for Targeted Outreach		
	Updated Communication Plan	TBD

Task 7B: Membership Recruitment		
7B.i: Support for Prospective Member Webcasts		
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for up to 2 Prospective Member Webcasts	1 week after each webcast
	Revised Prospective Member Webcast presentations, if requested	TBD
7B.ii: WLA Associate Member Category		
	List of potential members of a workgroup to discuss the potential associate members in and benefits of associate membership	TBD
	List of potential candidates for “associate membership” in the WLA	TBD
	List of potential benefits of “associate membership” in the WLA	TBD
	Meeting and call summaries, workgroup reports, and additional support, as requested.	TBD
Task 7C: Membership Engagement and Retention		
7C.i: Support for Members and Liaisons to present on the WLA professional meetings		
	Decision criteria for selecting which members and liaisons to provide presentation support	October 31, 2017
	PPT slides for incorporation into Prospective Member and Member & Liaison webcasts,	November 30, 2017
	Text to include in WLA Outreach Newsletters and Emails	November 30, 2017
7C.ii: Development of a set of membership incentives to increase member retention		
	List of potential membership incentives	October 31, 2017
	Presentation slides for incorporation into the Member & Liaison and Prospective Member Webcasts	November 30, 2017
	Text to include in WLA Outreach Newsletters and Emails	January 31, 2018
Task 7D: Additional Scientific and Program Support to EPA and WLA Members		
	Ad hoc additional program support requested by EPA WACOR	TBD
Task 8: Analytical Preparedness Full-Scale Exercises		
Task 8A: Completion of the WLA Analytical Preparedness Full-Scale Exercise Toolkit		
	Compiled Feedback from AP-FSE Pilot Exercises	November 30, 2017
	Response to Comments document including list of revisions that will be made based on user feedback	January 15, 2017
	Revised AP-FSE Toolkit based on Pilot Exercises	If requested, NLT June 30, 2018
	Additional Revisions based on TAPP and WSD Management Feedback	If requested, NLT June 30, 2018
	Revised AP-FSE Toolkit published to EPA website	If requested. June 30, 2018
Task 8B: Training and Outreach for the AP-FSE Toolkit		

	Revised PowerPoint presentation for AP-FSE Training Webinars	October 31, 2017
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for up to 4 AP-FSE Training Webcasts	1 week after each webcast
	Text to include in WLA Emails and Newsletters	October 31, 2017
	Flyer/Fact Sheet on the AP-FSE Toolkit	November 30, 2017
Task 8C: Updates to the WLA Analytical Preparedness Full-Scale Exercise Toolkit		
	Additional Templates to include in the toolkit	TBD
	Radiological Scenario to include in the Toolkit	June 31, 2018
	Additional Biological Scenario to include in the Toolkit	June 30, 2018
Task 8D: Technical and Logistical Support for AP-FSE's		
	List of potential utilities/labs to act as Exercise Controllers	November 30, 2017
	Planning call summaries, as requested	1 week after each planning call
	Compiled Contractor notes from the AP-FSE's	2 weeks after each exercise
	Additional exercise planning and logistical deliverables, as requested	June 30, 2018
	Technical and logistical support for AP-FSE's	June 30, 2018
Task 8E: Collection of Method Performance Data During AP-FSEs		
	QAPP(s) for collecting method performance data during Full-Scale Exercises	June 30, 2018
	Collection of Method Performance Data During AP-FSE's	June 30, 2018
Task 9: Analytical Support (Chemical and Microbiological)		
Task 9A: Finalization of the SVOC Standards Stability Study and Flyer		
	QAPP for SVOC Standards Stability Study	TBD
	Revised version of the SVOC Standards Stability Report	TBD
	Revised version of the SVOC Standards Stability Study Flyer	TBD
Task 9B: Additional Chemical and Microbiological Support		
	Ad hoc support for method reviews or other chemical or microbiological support requested by EPA	TBD
Task 10: Training and Tool Development for State Laboratories and Water Utilities		
Task 10A: Maintenance of Existing Materials in the WLA Training Center		
	Support requested by EPA related to ensuring existing material is accessible on the website and up to date. (e.g., WLA resources contain working links and current contact information for POC's)	TBD
Task 10B: Training Center Webcast Series		
10B.i: WLA Response Plan Tabletop Exercise Webcasts		
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for up to 4 WLA-RP TTX Webcasts	1 week after each webinar

	New WLA-RP TTX Presentation including at least one new scenario (natural disaster or accidental chemical release)	June 30, 2018
10B.ii: Continuity-of-Operations Plan (COOP) Template Webcasts		
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for up to 4 COOP Template Webcasts	1 week after each webinar
	Revised COOP Template webcast presentation with talking points updating the format to make it more interactive, and including a case study from a user who has used the template to develop a COOP.	June 30, 2018, if requested by EPA
10C.iii: Sampling Guidance for Unknown Contaminants Webcast		
	Revised webinar presentation with talking points	June 30, 2018, if requested by EPA
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for the Accessing Laboratory Support Webcast	NLT June 30, 2018, if requested by EPA
10C.iv: Accessing Laboratory Support Interactive Training Webcast		
	Webinar presentation with talking points	NLT June 30, 2018, if requested by EPA
	Post-webinar report outlining metrics, participants, polling question responses and chat transcripts for the Accessing Laboratory Support Webcast	NLT June 30, 2018, if requested by EPA
10D: Development of Training Tools and Documents		
	TBD	TBD

Miscellaneous:

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-35				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			WCIT and Anal Preparedness				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 4 to Cadmus (EP-C-15-022) WA 2-35 is to increase the NTE ceiling to \$325,000.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name George Gardenier							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3333			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Harold D. Hincks							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2146			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-35				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 2			Title of Work Assignment/SF Site Name WCIT & Analy Preparedness				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.4, 3.0, 3.4, 3.5, 3.6, 4.0, 7.0, 7.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 5 to Cadmus (EP-C-15-022) WA 2-35 is to switch the WA-CORs. Latisha Mapp will now be the primary WACOR and George Gardenier will be the alternate WACOR.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2019										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Latisha Mapp							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1390			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Harold D. Hincks							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2146			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-36			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022		Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name Communications and interdepend					
Contractor CADMUS GROUP, INC., THE				Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 07/01/2017 To 06/30/2018					
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
09/01/2015 To 06/30/2018									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Nushat Thomas <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 202-564-4674			
						FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 202-564-5260			
						FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 513-487-2852			
						FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 513-487-2171			
						FAX Number:			

WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)
CONTRACT: EP-C-15-022 Work Assignment 2-36
July 1, 2017 – June 30, 2018

TITLE: Water Security Communications and Interdependencies Support
PWS SECTIONS: 7.0, 7.1, 7.2, 7.3, 7.4

**Work Assignment Contracting Officer
Representative (WACOR):**

Nushat Thomas
Security Assistance Branch
Water Security Division
Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov

1200 Pennsylvania Ave
Mail code:4608T
Washington, DC 20460

Alternate WACOR:

Karen Edwards
Security Assistance Branch
Water Security Division
Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov

1200 Pennsylvania Ave
Mail code: 4608T
Washington, DC 20460

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

- (a) Increased prioritization of water services restoration
- (b) Enhancements to critical water infrastructure

This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complementary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

The intended audience for this project is the Water Sector; interdependent sectors; federal, state, and

local partners; and complementary EPA programs. Partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are: the Office of Ground Water and Drinking Water; the Office of Wastewater Management; Water Sector; Energy Sector; Healthcare and Public Health Sector; Regional drinking water programs; Water Security Partners; Water Sector and Government Coordinating Council; and representatives of other interdependent sectors.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities through sound and effective communication and training efforts. EPA seeks to enhance security by encouraging and facilitating the voluntary adoption of all-hazards preparedness and resiliency practices. EPA shall achieve this end through contractor supported multi-sector interdependencies and communication efforts.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2014 to 2018* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Protecting America's Waters. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and wastewater sector – a critical national infrastructure.

As part of increasing security and readiness, EPA is responsible for providing water utilities, and organizations that support them, with the latest information to prepare for, and respond to, all hazards. To enhance the preparedness and resiliency of the Water Sector, WSD must also raise awareness of the importance of water resilience among key partners and stakeholders, such as emergency managers, energy providers, public health officials, and other critical sectors. The key to the success of these projects, as well as any future projects, is adequate communications with others across the Division, with complementary EPA programs, and with stakeholders outside of EPA. Multi-sector interdependencies and multimedia communication has been, and continues to be, an integral part of WSD's work.

This work assignment is a continuation of work conducted in previous years. Implementation and

training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best reflect Water Sector needs by using every external communication touch point to obtain information

about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four quarterly Water Security Partners meetings and six bi-monthly regional call meetings. This includes notetaking (highlighting action items) and call summary note development and delivery. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for, and if necessary, staff WSD's exhibit booth at no more than four water sector conferences at designated spring and fall conference season. The contractor will also support the development of a quarterly electronic newsletter to Partners and stakeholders promoting awareness and adoption of WSD products and highlighting water preparedness and resiliency efforts of Partners and key stakeholders. The contractor shall update the WSD widget which highlights WSD tools and resources and support the outreach process to increase the number of sites where it is used. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall provide support for 4 quarterly webinars highlighting new tools and resources. Support includes facilitation, project management and CEU submission. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

Deliverables:

1. Widget Updates (2)
2. What's Going On Newsletter Support (4)
3. Social Media Packages (5)
4. Videos (1)
5. Conferences & Exhibits (4)
6. Webinars (4)
7. Conversation Starters for New Products (3)
8. Images for materials (30)
9. Infographics, etc. (5)
10. Partners Meeting Support (4)
11. Regional Call Support (6)
12. Lessons Learned Sharing Program (1)

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and

establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD shall provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities. In addition, the contractor shall update the Community-Based Water Resiliency Tool with a new look and feel as well as updated resources, while incorporating the latest resilience information from the industry.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)
2. Community-Based Water Resiliency Tool Update (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan per the contract requirements.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR,

- the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 calendar days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports <ol style="list-style-type: none"> 1. Work Plan 2. Monthly Progress and Financial Reports 	According to Contract

<p>Task 1: Multi-Sector Interdependencies: Raising the Profile of the Water Sector</p> <ol style="list-style-type: none"> 1. Widget Updates (2) 2. What's Going On Newsletter Support (4) 3. Social Media Packages (5) 4. Videos (1) 5. Conferences & Exhibits (4) 6. Webinars (4) 7. Conversation Starters for New Products (3) 8. Images for materials (30) 9. Infographics, etc. (5) 10. Partners Meeting Support (4) 11. Regional Call Support (6) 12. Lessons Learned Sharing Program (1) 	<ol style="list-style-type: none"> 1. June 2017 and Jan 2018 2. Aug 2017, Nov 2017, Feb 2018, May 2018 3. Sep 2017, May 2018 4. Sep 2017 5. Upon technical direction 6. Aug 2017, Nov 2017, Feb 2018, May 2018 7. Upon technical direction 8. Upon technical direction 9. Sep 2017, May 2018 10. Jul 2017, Oct 2017, Jan 2018, Apr 2018 11. Jun 2017, Aug 2017, Oct 2017, Dec 2017, Feb 2018, Apr 2018, 12. Nov 2017
<p>Task 2: Multi-Media Outreach to the Water Sector and Key Stakeholders</p> <ol style="list-style-type: none"> 1. Community-Based Water Resiliency Online Training (1) 2. Community-Based Water Resiliency Tool Update (1) 	<ol style="list-style-type: none"> 1. Aug 2017 2. Nov 2017
<p>Task 3: Vault Room</p> <ol style="list-style-type: none"> 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements 	<ol style="list-style-type: none"> 1. Upon technical direction

VI. REPORTING REQUIREMENTS

Monthly Progress Reports
Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-36				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Communications & Interdepend				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-36 is to clarify some of the dates in the delivery table.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Nushat Thomas <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-4674			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2171			
							FAX Number:			

WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)
CONTRACT: EP-C-15-022 Work Assignment 2-36
Amendment 1
July 1, 2017 – June 30, 2018

TITLE: Water Security Communications and Interdependencies Support
PWS SECTIONS: 7.0, 7.1, 7.2, 7.3, 7.4

Work Assignment Contracting Officer

Representative (WACOR):

Nushat Thomas
Security Assistance Branch
Water Security Division
Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov

1200 Pennsylvania Ave
Mail code:4608T
Washington, DC 20460

Alternate WACOR:

Karen Edwards
Security Assistance Branch
Water Security Division
Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov

1200 Pennsylvania Ave
Mail code: 4608T
Washington, DC 20460

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

- (a) Increased prioritization of water services restoration
- (b) Enhancements to critical water infrastructure

This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complementary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

The intended audience for this project is the Water Sector; interdependent sectors; federal, state, and local partners; and complementary EPA programs. Partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are: the Office of Ground Water and Drinking Water; the Office of Wastewater Management; Water Sector; Energy Sector; Healthcare and Public Health Sector; Regional drinking water programs; Water Security Partners; Water Sector and Government Coordinating Council; and representatives of other interdependent sectors.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities through sound and effective communication and training efforts. EPA seeks to enhance security by encouraging and facilitating the voluntary adoption of all-hazards preparedness and resiliency practices. EPA shall achieve this end through contractor supported multi-sector interdependencies and communication efforts.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2014 to 2018* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Protecting America's Waters. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and wastewater sector – a critical national infrastructure.

As part of increasing security and readiness, EPA is responsible for providing water utilities, and organizations that support them, with the latest information to prepare for, and respond to, all hazards. To enhance the preparedness and resiliency of the Water Sector, WSD must also raise awareness of the importance of water resilience among key partners and stakeholders, such as emergency managers, energy providers, public health officials, and other critical sectors. The key to the success of these projects, as well as any future projects, is adequate communications with others across the Division, with complementary EPA programs, and with stakeholders outside of EPA. Multi-sector interdependencies and multimedia communication has been, and continues to be, an integral part of WSD's work.

This work assignment is a continuation of work conducted in previous years. Implementation and training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best

reflect Water Sector needs by using every external communication touch point to obtain information about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four quarterly Water Security Partners meetings and six bi-monthly regional call meetings. This includes notetaking (highlighting action items) and call summary note development and delivery. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for, and if necessary, staff WSD's exhibit booth at no more than four water sector conferences at designated spring and fall conference season. The contractor will also support the development of a quarterly electronic newsletter to Partners and stakeholders promoting awareness and adoption of WSD products and highlighting water preparedness and resiliency efforts of Partners and key stakeholders. The contractor shall update the WSD widget which highlights WSD tools and resources and support the outreach process to increase the number of sites where it is used. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall provide support for 4 quarterly webinars highlighting new tools and resources. Support includes facilitation, project management and CEU submission. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

Deliverables:

1. Widget Updates (2)
2. What's Going On Newsletter Support (4)
3. Social Media Packages (5)
4. Videos (1)
5. Conferences & Exhibits (4)
6. Webinars (4)
7. Conversation Starters for New Products (3)
8. Images for materials (30)
9. Infographics, etc. (5)
10. Partners Meeting Support (4)
11. Regional Call Support (6)
12. Lessons Learned Sharing Program (1)

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects

of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD shall provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities. In addition, the contractor shall update the Community-Based Water Resiliency Tool with a new look and feel as well as updated resources, while incorporating the latest resilience information from the industry.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)
2. Community-Based Water Resiliency Tool Update (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan per the contract requirements.

- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 calendar days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports <ol style="list-style-type: none"> 1. Work Plan 2. Monthly Progress and Financial Reports 	According to Contract

Task 1: Multi-Sector Interdependencies: Raising the Profile of the Water Sector <ol style="list-style-type: none"> 1. Widget Updates (2) 2. What's Going On Newsletter Support (4) 3. Social Media Packages (5) 4. Videos (1) 5. Conferences & Exhibits (4) 6. Webinars (4) 7. Conversation Starters for New Products (3) 8. Images for materials (30) 9. Infographics, etc. (5) 10. Partners Meeting Support (4) 11. Regional Call Support (6) 12. Lessons Learned Sharing Program (1) 	<ol style="list-style-type: none"> 1. July 2017 and Jan 2018 2. Aug 2017, Nov 2017, Feb 2018, May 2018 3. Sep 2017, May 2018 4. Sep 2017 5. Upon technical direction 6. Aug 2017, Nov 2017, Feb 2018, May 2018 7. Upon technical direction 8. Upon technical direction 9. Sep 2017, May 2018 10. Jul 2017, Oct 2017, Jan 2018, Apr 2018 11. July 2017, Aug 2017, Oct 2017, Dec 2017, Feb 2018, Apr 2018, 12. Nov 2017
Task 2: Multi-Media Outreach to the Water Sector and Key Stakeholders <ol style="list-style-type: none"> 1. Community-Based Water Resiliency Online Training (1) 2. Community-Based Water Resiliency Tool Update (1) 	<ol style="list-style-type: none"> 1. Aug 2017 2. Nov 2017
Task 3: Vault Room <ol style="list-style-type: none"> 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements 	<ol style="list-style-type: none"> 1. Upon technical direction

VI. REPORTING REQUIREMENTS

Monthly Progress Reports
Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

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X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

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Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

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All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> <div style="text-align: right;"> Work Assignment Number 2-36 </div> </div>										
<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002										
Contract Number EP-C-15-022		Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name Communications & Interdepend						
Contractor Cadmus Group LLC, The			Specify Section and paragraph of Contract SOW 7.0, 7.1, 7.2, 7.3, 7.4							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 07/01/2017 To 06/30/2018							
Comments: The purpose of Amendment 2 to WA 2-36 is to add another task to task 1. The contractor shall develop an enhanced marketing strategy and use a Tableau dashboard to collect and report all relevant data sources that track the impact of outreach efforts to be used in a quarterly report for WSD project managers.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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Authorized Work Assignment Ceiling										
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This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Nushat Dyson _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 202-564-4674			
							FAX Number:			
Project Officer Name Nancy Parrotta _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Harold D. Hincks _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 513-487-2146			
							FAX Number:			

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)**

Contract: Cadmus EP-C-15-022

Work Assignment: WA 2-36 Amendment 2

Period of Performance: Issuance – June 30, 2018

Title: Water Security Communications and Interdependencies Support

Contract Level PWS Sections: 7.0, 7.1, 7.2, 7.3, 7.4

Work Assignment Contracting Officer Representative (WACOR):

Name: Nushat Thomas
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Alt WACOR: Name: Karen Edwards
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

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This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complementary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

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In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and wastewater sector – a critical national infrastructure.

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This work assignment is a continuation of work conducted in previous years. Implementation and training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is

not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best reflect Water Sector needs by using every external communication touch point to obtain information about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four Water Security Partners meetings and six regional call meetings. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for and if necessary, staff WSD's exhibit booth and support the development of a quarterly electronic newsletter to Partners and stakeholders promoting awareness and adoption of WSD products and highlighting water preparedness and resiliency efforts of Partners and key stakeholders. The contractor shall update the WSD widget which highlights WSD tools and resources and support the outreach process to increase the number of sites where it is used. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall complete the update of the Water Resilience Handbook based on the guidance and tools available to the sector and in alignment with the new Route to Resilience tool. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

The contractor shall also develop an enhanced marketing strategy using the data from all outreach sources to identify ways to optimize WSD's outreach efforts and increase impacts within the Sector. The contractor shall use a Tableau dashboard to collect and report all relevant data sources that track the impact of outreach efforts to be used in a quarterly report for WSD project managers.

Deliverables:

1. Widget Updates (2)
2. What's Going On Newsletter Support (4)
3. Social Media Packages (5)
4. Videos (1)
5. Conferences & Exhibits (4)

6. Webinars (4)
7. Conversation Starters for New Products (3)
8. Images for materials (30)
9. Infographics, etc. (5)
10. Partners Meeting Support (4)
11. Regional Call Support (6)
12. Lessons Learned Sharing Program (1)
13. Tableau Outreach Dashboard
14. Strategic Marketing Plan

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD will provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities. In addition, the contractor shall update the Community-Based Water Resiliency Tool with a new look and feel as well as updated resources, while incorporating the latest resilience information from the industry.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)
2. Community-Based Water Resiliency Tool Update (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National

Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

Deliverables:

1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan as established in the contract requirements.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 calendar days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports <ol style="list-style-type: none"> 1. Work Plan 2. Monthly Progress and Financial Reports 	According to Contract
Task 1: Multi-Sector Interdependencies: Raising the Profile of the Water Sector <ol style="list-style-type: none"> 1. Widget Updates (2) 2. What's Going On Newsletter Support (4) 3. Social Media Packages (5) 4. Videos (1) 5. Conferences & Exhibits (4) 6. Webinars (4) 7. Conversation Starters for New Products (3) 8. Images for materials (30) 9. Infographics, etc. (5) 10. Partners Meeting Support (4) 11. Regional Call Support (6) 12. Lessons Learned Sharing Program (1) 13. Outreach Dashboard 14. Strategic Marketing Plan 	<ol style="list-style-type: none"> 1. Bi-annual 2. Quarterly 3. Upon technical direction 4. Upon technical direction 5. Upon technical direction 6. Quarterly 7. Upon technical direction 8. Upon technical direction 9. Upon technical direction 10. Quarterly 11. Bimonthly 12. Upon technical direction 13. Monthly 14. Annualy
Task 2: Multi-Media Outreach to the Water Sector and Key Stakeholders <ol style="list-style-type: none"> 1. Community-Based Water Resiliency Online Training (1) 2. Community-Based Water Resiliency Tool Update (1) 	<ol style="list-style-type: none"> 1. Upon technical direction 2. Upon technical direction

Task 3: Vault Room 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements	1. Upon technical direction
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VI. REPORTING REQUIREMENTS

Monthly Progress Reports
Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are covered by EPA Order 1900.3 and do not require EPA Form 5170. None of the events will cost \$20,000 or more.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

IX. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer

any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

X. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

XI. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

XII. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

Work Assignment Form. (WebForms v1.0)

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)**

Contract: Cadmus EP-C-15-022

Work Assignment: WA 2-36, Amendment 3

Work Assignment Contracting Officer Representative (WACOR):

Name: Nushat Thomas
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-4674
FAX: 202-566-0055
E-mail: thomas.nushat@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Alt WACOR: Name: Karen Edwards
Branch: Security Assistance Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: 202-564-3797
FAX: 202-566-0055
E-mail: edwards.karen@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Ave
City, State, Zip: Washington, DC 20460

Period of Performance: July 1, 2017 – June 30, 2018

Title: Water Security Communications and Interdependencies Support

PWS Sections: 7.0, 7.1, 7.2, 7.3, 7.4

I. OVERVIEW:

The purpose of this work assignment (WA) is to support the Water Security Division (WSD) in sharing their tools and resources with drinking water and wastewater utilities and other intended audiences. This work will also support the Water Sector in raising awareness among other critical sectors at federal, state and local levels, about the importance of water and its role as a lifeline sector. In addition, this work supports the Water Sector in motivating other sectors to support:

- (a) Increased prioritization of water services restoration
- (b) Enhancements to critical water infrastructure

This project will use a variety of tools (e.g., blogs, videos, social media, infographics, etc.) to share the release and benefits of using WSD's Route to Resilience Tool, and other WSD resources, by water utilities to increase their motivation to enhance water utility and community resilience. It also expands WSD's impact on the Water Sector by ensuring complementary Environmental Protection Agency (EPA) offices and programs understand the WSD mission and integrate WSD products and services in their work with drinking water and wastewater utilities. Finally, this project will also support WSD efforts to maintain the Vulnerability Assessment Vault Room.

The intended audience for this project is the Water Sector; interdependent sectors; federal, state, and local partners; and complementary EPA programs. Partners and external offices or agencies which should be included in coordination, and the nature of their involvement, are: the Office of Ground Water and Drinking Water; the Office of Wastewater Management; Water Sector; Energy Sector; Healthcare and Public Health Sector; Regional drinking water programs; Water Security Partners; Water Sector and Government Coordinating Council; and representatives of other interdependent sectors.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities through sound and effective communication and training efforts. EPA seeks to enhance security by encouraging and facilitating the voluntary adoption of all-hazards preparedness and resiliency practices. EPA shall achieve this end through contractor supported multi-sector interdependencies and communication efforts.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2014 to 2018* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Protecting America's Waters. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this work assignment supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to take several actions to increase the security and resilience of the Nation's drinking water supplies against terrorist attacks. Presidential Policy Directive (PPD) 21 designated EPA as the lead federal agency for the drinking water and

wastewater sector – a critical national infrastructure.

As part of increasing security and readiness, EPA is responsible for providing water utilities, and organizations that support them, with the latest information to prepare for, and respond to, all hazards. To enhance the preparedness and resiliency of the Water Sector, WSD must also raise awareness of the importance of water resilience among key partners and stakeholders, such as emergency managers, energy providers, public health officials, and other critical sectors. The key to the success of these projects, as well as any future projects, is adequate communications with others across the Division, with complementary EPA programs, and with stakeholders outside of EPA. Multi-sector interdependencies and multimedia communication has been, and continues to be, an integral part of WSD's work.

This work assignment is a continuation of work conducted in previous years. Implementation and training on the communications efforts, as well as meeting and conference call support, will continue under this work assignment.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All requests under this WA will be provided as written technical direction from the WACOR or Alternate WACOR if the WACOR is unavailable. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CLCOR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is

not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Multimedia Outreach to Water Sector & Key Stakeholders

In order to increase sharing of tools and resources, WSD designs materials to inform water utilities about WSD products and motivates them to implement activities that will increase resilience to all-hazards. WSD also seeks to increase the Water Sector's opportunities to ensure WSD products best reflect Water Sector needs by using every external communication touch point to obtain information about Water Sector resilience and preparedness needs and ensure each contact has a clearly defined purpose and desired outcomes.

To support these efforts, the contractor shall support four Water Security Partners meetings and six regional call meetings. The contractor shall develop blogs, social media updates and other multimedia resources to share availability of WSD's products, especially during relevant months/weeks such as National Preparedness Month. The contractor shall register for and if necessary, staff WSD's exhibit booth and support the development of a quarterly electronic newsletter to Partners and stakeholders promoting awareness and adoption of WSD products and highlighting water preparedness and resiliency efforts of Partners and key stakeholders. The contractor shall update the WSD widget which highlights WSD tools and resources and support the outreach process to increase the number of sites where it is used. Upon technical direction, the contractor shall produce a one-minute long promotional video highlighting WSD's key project areas. The contractor shall complete the update of the Water Resilience Handbook based on the guidance and tools available to the sector and in alignment with the new Route to Resilience tool. The contractor shall develop additional resources that can be shared with the EPA regions to highlight water resilience in the states they support, which may include training materials. The contractor shall develop items to share availability of new WSD products for use at the conferences and exhibits. The contractor shall also assist WSD in identifying additional unrealized sharing mechanisms. The contractor will provide support for up to 14 conferences and exhibits which may include booth reservation, coordination with exhibition support group, speaking, organizing and shipping of all booth materials.

In addition, the contractor shall work with WSD to develop a program for water utilities to share their experiences with water resilience activities more broadly with their peers.

The contractor will also develop an enhanced marketing strategy using the data from all outreach sources to identify ways to optimize WSD's outreach efforts and increase impacts within the Sector. The contractor will use a Tableau dashboard to collect and report all relevant data sources that track the impact of outreach efforts to be used in a quarterly report for WSD project managers.

Deliverables:

1. Widget Updates (2)
2. What's Going On Newsletter Support (4)
3. Social Media Packages (5)

4. Videos (1)
5. Conferences & Exhibits (14)
6. Webinars (4)
7. Conversation Starters for New Products (3)
8. Images for materials (30)
9. Infographics, etc. (5)
10. Partners Meeting Support (4)
11. Regional Call Support (6)
12. Lessons Learned Sharing Program (1)
13. Tableau Outreach Dashboard
14. Strategic Marketing Plan

Task 2: Multi-Sector Interdependencies: Raising the Profile of the Water Sector

WSD promotes and facilitates Water Sector resiliency by fostering partnerships with critically interdependent organizations and sectors at the federal, state, and local level. Specifically, WSD seeks to raise awareness about the criticality of water among interdependent sectors and the cascading effects of water system failures. WSD also seeks to ensure local utilities recognize opportunities for, and establish partnerships with, key players in other interdependent sectors, including Emergency Services, Energy, Healthcare and Public Health Sectors and others. WSD will provide tools and resources for local utilities to demonstrate the criticality of water services to influential voices in their communities in order to enhance water utility resilience. The contractor may be tasked to provide logistical support for webinars.

The contractor shall also support WSD in completing the development of a 30-minute online Community-Based Water Resiliency project training for water utilities and the communities they serve similar in structure to the Wastewater All-Hazards Bootcamp for Drinking Water and Wastewater Utilities. In addition, the contractor shall update the Community-Based Water Resiliency Tool with a new look and feel as well as updated resources, while incorporating the latest resilience information from the industry.

Deliverables:

1. Community-Based Water Resiliency Online Training (1)
2. Community-Based Water Resiliency Tool Update (1)

Task 3: Vault Room

The purpose of this project is to maintain the documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). This project supports programmatic needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National

Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI), they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents. The contractor shall work in accordance with the written technical direction of the WACOR. Any questions or issues that arise during the course of this work assignment should be directed to the WACOR.

Deliverables:

1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements

V. SCHEDULE/DELIVERABLES

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- All marketing materials will be delivered in plain language and at an 8th grade reading level.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- All outreach and training materials shall be approved by the WACOR prior to their release.

Final deliverables are due no later than 7 days after receiving WACOR comment, unless the WACOR provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WACOR(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
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<p>Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports</p> <ol style="list-style-type: none"> 1. Work Plan 2. Monthly Progress and Financial Reports 	<p>According to Contract</p>
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<p>Task 2: Multi-Media Outreach to the Water Sector and Key Stakeholders</p> <ol style="list-style-type: none"> 1. Community-Based Water Resiliency Online Training (1) 2. Community-Based Water Resiliency Tool Update (1) 	<ol style="list-style-type: none"> 1. Upon technical direction 2. Upon technical direction

Task 3: Vault Room 1. Appropriate storage and handling of sensitive documents in accordance with applicable requirements	1. Upon technical direction
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VI. REPORTING REQUIREMENTS

Monthly Progress Reports

Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The events associated with this work assignment are covered by EPA Order 1900.3 and do not require EPA Form 5170. None of the events will cost \$20,000 or more.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the Contracting Officer when appropriate signatures have been obtained. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CO.

If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited

to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.